**LOCATION:** NAPIER BLDG **UNIT:** HMS SULTAN

**POST:** LSO  **RANK/GRADE:** LT CDR RN

**DATE LAST REVIEWED:** MARCH 2021

**LOGISTICS STAFF OFFICER (LSO) – TERMS OF REFERENCE**

1. **Mission.** To train and educate competent and highly motivated engineers and technicians to the Royal Navy through the Defence School of Marine Engineering (DSMarE) and the Royal Navy Air Engineering and Survival School in order to enable a world class Navy through engineers able to deliver under fire.

1. HMS SULTAN’s Executive Command Team is responsible for the effective leadership, administration and overall management of the SULTAN Site, ensuring that all facilities and support services are efficiently sustained to enable resident organisations to deliver their output. The Logistics Staff Officer plays a leading role in this team.
2. The Executive primarily supports the delivery of competent and highly motivated engineers and technicians to the Royal Navy by the Defence School of Marine Engineering, Nuclear Department and the Royal Navy Air Engineering and Survival School. It also supports a number of other resident organisations including: the Headquarters of the Defence College of Technical Training (DCTT), Defence Business Services (Centurion), the Babcock Academy, the Admiralty Interview Board (AIB), the Naval Personnel and Families Services (NPFS) and Defence Dental Agency (DDA).Primary Role.

**Purpose**

1. **Primary Purpose**. To provide direction and regulatory oversight to Soft Facilities Management services to HMS SULTAN, acting as the principle interface for commercial and contracted support. Ensure the satisfactory delivery, value for money and continuous improvement of services provided by the Soft FM contractor (currently ESS) are maintained in HMS SULTAN. This is to be achieved by monitoring the output delivered, managing Key Customer activity, liaising closely with ESS Area Delivery Managers and evaluating evidence of performance standards.
2. **Secondary Purposes**.
3. Act as the Lead Officer for all HESTIA SFM requirements in HMS SULTAN.

b. To manage the correct production, co-ordination and tracking of Requests for Contract Amendment (RCA) to the Soft Facilities Management aspects of the Soft FM (HESTIA) contract, providing policy guidance where necessary.

c. To manage the activities of the Key Customers, Subject Matter Experts and End Users, ensuring that support services are provided to HMS SULTAN, accommodated units and outstations in a timely fashion, by the most efficient, economic and effective means possible and in accordance with the relevant regulations and instructions. This includes all aspects of the HESTIA SFM contract namely: catering, cleaning, mess services, retail services, administrative support, HR, MACCO and UPO functions, mail and tailoring services, stores and clothing stores, Buffers party, CAF, and accommodation office.

d. Advise the Command and assist Staff Officers as the Establishment Logistics Officer.

e. To carry out HR casework and CEA as required on behalf of the CO iaw delegated authority.

f. Act as Divisional Officer, Line Manager, First Reporting Officer, Second Reporting Officer and Countersigning Officer to personnel as required

g. Ensure that satisfactory standards of Service Fund accounting are maintained by fund officials as the Establishment Service Fund Adviser and financial Supervising Officer for the Wardroom and CAF Funds. Act as Vice Chair[[1]](#footnote-2) for Unit Welfare Committee Meetings.

h. Ensure that compliance with the rules and regulations relating to Low Value Purchasing (LVP) and the use of Electronic Procurement Cards (ePC) is maintained as the ePC Manager for HMS SULTAN.

i. Manage the Defence Accommodation Stores Budget, ensuring all spends are necessary and appropriate and that satisfactory funds remain for the financial year.

j. Act as the Media Officer for promotional material. To oversee the Media Ops.

k. Act as central point of contact for all Welfare Funds. Manage the Accumulated Welfare Fund, CO’s Public Fund, Local Initiative Grant and Juniors Fund as Commodity Manager and co-ordinate grant applications to external authorities.

l. Act as central point of contact for all Charity funding applications. Maintain relationship with RNRMC and ensure all Charity money raised is donated to appropriate charities. Oversee the Charity Chest.

m. Maintain financial oversight of Unit Events, act as Financial Supervisor for Sultan Summer Show, Bonfire Night, Families Day and Boxing Show.

1. **Post Holders Tasks/Responsibilities**

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| **Serial No** | **Principle Tasks and Responsibilities** | **Estimated % time** |
| 1 | Oversee the correct, timely and quality provision of services to eligible personnel, within the parameters set out in MOD (N) instructions, which are delivered by means of the HESTIA Soft FM contract with ESS. | 75 |
| 2 | To be the Supervising Officer for the Wardroom Fund and CAF as defined in the TORs issued for this task, ensuring financial propriety with regard to those Service Funds, in accordance with current regulations. | 5 |
| 3 | Attend Soft FM and other DIO meetings as appropriate. | 2 |
| 4 | Provide Service Personnel and Service Support advice to the Establishment Command Group as required. | 5 |
| 5 | Submit contract amendments in liaison with DIO. | 5 |
| 6 | To be a member of the following committees:   * Welfare Committee (Vice Chair) * Wardroom Mess Committee (Supervising Officer) * Events Governance Committee. * Establishment Charity Committee (Chair) * DHODS | 2 |
| 7 | To advise the Welfare and Wardroom Committees on investment strategies in accordance with BR18 and on behalf of the Sole Managing Trustee. | 2 |
| 8 | Provide effective line management and development of all assigned staff iaw Single and Civil Service policy and regulations. | 2 |
| 9 | Act as Duty Commanding Officer (DCO). | 2 |

1. **Line Management Responsibility.** The LSO is the immediate Line Manager to the SO3 LOGS.
2. **Accountability & Reporting Chain.** The LSO is directly responsible to the XO through the SBM. The XO is the first reporting Officer and the CO is the second reporting Officer.
3. **Additional Responsibilities.** 
   1. **Equality and Diversity.** You are responsible for ensuring that your personal conduct is in accordance with the terms of The Equality Act 2010 (EA 2010) and Public Sector Equality Duty (PSED). In particular you are to ensure that:
      1. Your behaviour and personal conduct are exemplary and that you treat all your colleagues with fairness, decency and respect.
      2. The use of racist or sexist language or the use of inappropriate nicknames ceases.
      3. You foster an environment where personnel feel able to register a complaint.
      4. Any complaints are investigated swiftly and sensitively.
   2. **Health and Safety.** In general terms, under the Health & Safety at Work Act 1974 (the Act), you are responsible for taking reasonable care for the health, safety and welfare of yourself and others who may be affected by your acts or omissions. You are to comply with the requirements set out in the MOD Health and Safety Manual (JSP 375) and all other applicable associated MOD published safety regulations, procedures and conditions.
      1. Employers/Line Managers are to note that under the Act, employers have a duty to look at the design and construction of their facilities and the conduct of their undertakings as a whole, to ensure that the safety of their employees and that of others associated with their undertakings and of the general public is not adversely affected by their activities (Sections 2,3 and 4 of the Act).
      2. All Employees are to note that they have a duty to take reasonable care to avoid injury to themselves and to others in meeting their statutory requirements (section 7 of the Act). Also, they may not interfere with or misuse anything provided in compliance with the Act, to protect their health, safety or welfare (section 8 of the Act).
   3. **Resilience & Business Continuity (R&BC).** Your R&BC staff priority is RED\*. You must ensure that you are aware of your responsibilities and response actions that you should take on initiation of the Business Continuity Plan.

**Authority**

1. LSO is authorised to:
   1. Deputise for the Executive Officer as Designated Officer for the contracted services provided by ESS.
   2. Authorise expenditure from the CAF within the limits laid down in the Constitution.
   3. Sign correspondence with regard to their purposes, on behalf of the CO and XO.
   4. Liaise with all internal and external authorities, as necessary to achieve their purposes.
   5. Be a signatory on both the Wardroom and CAF bank and investment accounts.
   6. Delegated financial authority to approve spends from Welfare and Unit budgets as laid down within Letter of Delegation.
2. LSO has functional authority over:
   1. SO3 LOGS
   2. All ESS, Civil Service, Mitie and Biffa personnel working within the Service Provision and Soft Facilities Management area whose output is made to the LSO.
3. **Skills and knowledge profile.**

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| **Core Competencies** | **Required background, experience and attributes** |
| Essential | SO2 RN Charge Qualified Logistics Officer |
| Highly Desirable |  |
| Desirable |  |
| **Functional Competencies** |  |
| Essential | MODNET/Sharepoint  MS Word  MS Excel  MS Power Point  JPA OBIEE |
| Desirable |  |
| **Professional/External Qualifications** |  |
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1. **Training and development.**

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| **Training/Development Course** | **Essential (E)**  **Desirable (D)** | **Target Date** |
| Information Management Passport | E |  |
| Protecting Information Level 1 | E |  |
| LVP Managers Course | E |  |
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1. With XO [↑](#footnote-ref-2)