



## TERMS OF REFERENCE

### HM NAVAL BASE DEVONPORT (HMNB(D))

#### NBC's AIM

To ensure that the output of the Naval Base safely meets the needs of the Naval Service.

#### Post Details

Post Title & Team	Devonport Nuclear Safety Assurance Project Officer
HRMS/JPA position number	1779371
Grade/Rank	WO1/Sub Lt/Lt/Lt Cdr/C2
Location	HMNB Devonport
Line Manager Name & Post Title	Cdr PJ O'Neill (DNSA)
Business and Safety Critical Post level	Yes
Nuclear Baseline Post Level Please note this is the Nuclear Baseline Post level and NOT the Post Control List level relating to RRA.	4
Post Loading Nuclear/Non-Nuclear (For Nuclear Baseline Levels 1, 2 and 3 posts only)	NA

#### Primary Purposes

- Deliver stand-alone projects as directed by NSA and/or DNSA. To develop, plan and co-ordinate the direction of the nominated projects and drive the projects through to a satisfactory completion.
- Provide administration management within NSA and be the lead for business development.
- Prepare Monthly Reports on behalf of NSA.

#### Secondary Purpose

- To be part of the Nuclear Emergency Response Organisation.

#### Responsibilities

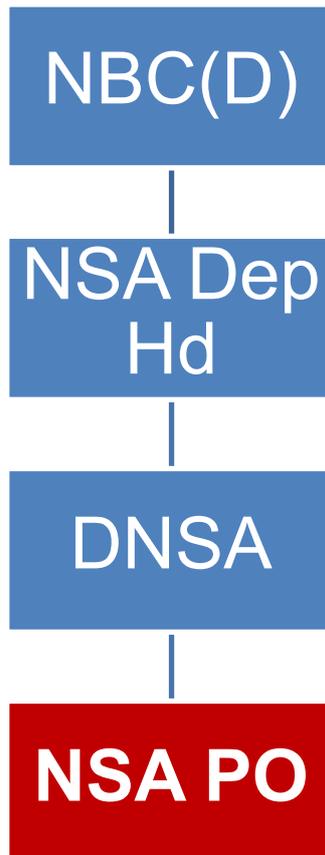
- Provide support to other NSA departments as directed by NSA DepHd and DNSA.

- To lead projects as directed by NSA/DNSA.
- Accountable to NSA/DNSA for delivery of nominated projects.
- Collation of the overall Nuclear Annual Review of Safety.
- Collation and day to day management of the Business Plan.
- Lead administration excellence for which NSA is the Information Asset Owner and provide editorial checking support for NSA department issued correspondence and reports.
- Provide and run the Configuration Control of NSA Documentation
- Manage the NSA SharePoint System
- Administer the NSA records and act as the NSA Point of Contact.
- Co-ordinate the statement of training requirements for the NSA directorate and maintain a register of staff mandatory training.
- Manage Business Risks and NSA area of Project Online.
- Assist in the management and co-ordination of the Submarine Symposium programme of activities as required.
- Assist in the management and administration of the Submarine Enterprise Peer Review.

### **Authority**

- Liaise with other Naval Base Directorates in the pursuance of their purpose.
- Liaise with staff in other MoD departments and civilian organisations in pursuance of their duties.
- Initiate routine correspondence on non-policy matters.

## Organisation



## Skills and Knowledge Profile

Behaviours – as reflected in Civil Service Competency Framework :

Behaviours		Behaviours	
Seeing the Big Picture	✓	Changing and Improving	✓
Making Effective Decisions		Communicating and influencing	✓
Leadership	✓	Working together	✓
Developing self and others		Delivering at Pace	✓
Managing a Quality Service			

## Technical/Post Functional Competences

### Professional/External Qualifications

### Memberships

Nil

### Learning and Development

#### Pre-joining Essential:

Knowledge of Microsoft Word Office including Word, Outlook, Access and XL

#### Post-joining Essential:

Induction training.

Local Mandatory Training.  
Local Emergency Procedures Course

### **Additional requirements, Health and Safety and Security**

The post holder has a personal legal responsibility for their own health and safety and that of others who might be harmed by their actions or omissions. Staff are required to cooperate with their Employer and others on health and safety and not to interfere with or misuse anything provided for health, safety or welfare. In addition, as a Nuclear Authorised and Licensed Site, all staff are to give due priority to safety.

All staff are required to prevent harm to the environment, which can be achieved by minimising waste, using the recycling facilities provided, turning off unwanted heating and lighting, reporting water leaks and preventing pollution of the water, land and air. Causing or knowingly permitting a pollution incident could result in a breach of legislation as well as causing harm to the environment.

Postholders have a responsibility to be aware of the security implications of their actions on themselves and others. Staff are required to cooperate with their Employer by demonstrating good security behaviours through maintaining personal security clearances, in date Naval Base passes and mandatory security training. All staff are required to challenge poor security behaviours and report these and any suspicious activities to the Naval Base security forces.

### **Review of Terms of Reference**

TORs are to be reviewed and agreed annually. Line Managers are to ensure that any change to a post is managed in accordance with NB Business Procedure 48 – Organisational Change.

Upon agreement of ToRs they are to be signed and dated by both the Line Manager and the Post Incumbent. An electronic copy of the ToRs must be uploaded onto the NBC(D) ToRs SharePoint library for audit and reference purposes. This is the responsibility of both the Line Manager and Post Holder.

If the role is a Nuclear Baseline post (Level 3 and above and specifically identified Level 4 posts) an electronic copy of the ToRs is to be submitted to the NSA Senior Site Justification Officer (Organisational Capability Committee (OCC) Executive Secretary) for retention in the Nuclear Baseline ToRs Library. If the ToRs are for a vacant or new Nuclear Baseline post an electronic copy of the TORs are to be sent to BNSO until such time as a signed copy is available.

Signature of Job Holder

Signature of Line Manager/  
Authorising Officer

Date:  
Date for Review:

Date:  
Date for Review: