

JPA Position No:

TERMS OF REFERENCE FOR VICTORY SQUADRON LEADING HAND

Preamble

1. TOR provide a framework to assist in achieving objectives and clarifying accountability. Whilst approved TOR is a major contribution towards improved management, ultimately it is up to the individual leader to deliver effective and efficient outputs using leadership, professional ability and management skills. Thus, TOR should not be prescriptive and post holders are expected to exercise initiative and be innovative, which may require operating outside their TOR. In these circumstances post holders are not to be constrained by their TOR in achieving success but must ensure that their line manager is kept informed.
2. The Divisional Victory Squadron Leading Hand (VSLH) will be assigned to work for a Divisional Officer (DO) who should also be their Line Manager and Divisional Officer.

Purposes

3. **Primary Purpose.** To assist in the Divisional guidance, administration and organisation of Victory Squadron trainees.
4. **Secondary Purpose.** To assist the VS Administration staff in the smooth running of Victory Squadron areas.

Superiors

5. VSLH is accountable to their respective VSDO as detailed by the VSWO.
6. VSLH is under functional authority of the DVSTO for Victory Squadron duties.

Authority

7. VSLH is authorised:
 - a. To correspond directly with other Establishments and Ships to achieve their purpose under the direction of their DO.
 - b. To liaise with Course Managers, Course Instructors and other Divisional Officers (DOs) as required to achieve their purpose.
 - c. To be the DOs initial POC for Victory Squadron trainees in the absence of nominated DO.
 - d. To maintain a direct liaison with assigned courses and inform the DO of any issues which fall out of their jurisdiction / experience.
 - e. To liaise with course booking cells to ensure all subsequent competencies are conducted prior to Victory Squadron trainees joining their next assignment.

Organisation

8.



Principal tasks

8. The principle tasks of the VSLH include but are not limited to the following:
- a. To administer and supervise all new courses during the induction week.
 - b. To act as a role model and mentor for all VS trainees.
 - c. To prepare all initial administration for new courses in support of the DO.
 - d. To be the lead VS staff member responsible for the smooth running of allocated classes induction, Families Acquaint and pre-sea weeks.
 - e. To be the Divisional Leading Hand of nominated courses throughout their time at HMS COLLINGWOOD as directed by the DO.
 - f. To input and update information on the VS Data Base.
 - g. In conjunction with DO the VSLH is to liaise with assigning desks to ensure each member of their allocated course receives an assignment by the time they Graduate. Furthermore the VSLH in conjunction with the DO is to liaise with the ratings future unit EWO/DepCo to ensure the Rating receives timely joining instructions.
 - h. Support the DO as required during DAOR and DUDT cases.
 - i. To conduct ratings under the age of 18 (U18) weekly interviews.

- j. To supervise and co-ordinate the submitting of weekend and annual leave by their allocated class. They are to ensure that contact addresses and phone numbers are obtained for each trainee prior to leave.
- k. To be the first POC for issues which do not require the immediate attention of the DO. This is to include: Remedial Training, Minor Administrative Action, trainee guidance with administration and Joint Personnel Administration (JPA) and trainee's routine queries.
- l. To bring to the immediate attention of the DO any compassionate or disciplinary matters raised by the Trainees.
- m. To maintain the currency of the VSLH Desk top guide, reflecting changes in VSSOs, BR3 and other publications.
- n. To instruct Naval Ethos / NGT as required or in the absence of the DO.
- o. To supervise the courses during the Pre-Sea week, ensuring that all necessary action is taken for Graduation, 3 Min Brief preparations, supervise completion of RTS, Drafting Routine, Mess Out muster and subsequent travel arrangements.
- p. To be the VS Administration focal point for their nominated courses for the VS Administration Staff.
- q. To carry out VS Duties as detailed by the VSWO and VS Routines PO.
- r. To inspect classes at the Morning Muster each week.
- s. To assist NGT staff with Sea Sense training, VS Events and other visits.
- t. To carry out daily rounds of their nominated accommodation block (to include unoccupied mess decks) and manage defects within their allocated accommodation blocks.
- u. To advise VS Trainees on the standards expected / required for Senior Officers Rounds.
- v. To conduct any other appropriate tasking as directed by their DO, VSWO or TO.

Accountability

- 9. VSLHs are directly accountable to the VSWO and TOs.
- 10. VSLHs are functionally responsible to the nominated VSDO.

Other orders

- 11. Nothing in these TORs is to be construed to relieve the subject rating of the obligation to comply with BR3 or other orders issued by higher authority.

Competency required

12. The following competencies are required by all VSLHs:
 - a. CRB|Check (Enhanced)England and Wales|Joint|
 - b. Instructional|Care of Trainees|(Joint)
 - c. Drivers|Dvr Lic Cat B|(Joint)
13. The competencies below are desirable but not essential:
 - a. Drivers|Dvr Lic Cat D1|(Joint)
 - b. Course Qualified|TRiM Practitioner|(Joint)
 - c. CMS|Assistant Equality and Diversity Advisor|(Joint)

Review

14. Review these TORs Jan 23

VS LH

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VSTO2

Date: Jan 22