

TERMS OF REFERENCE	
PART A – POST DETAILS	
Post Title	Integrated Command Plan Insights
Grade	OF4
Location	NCHQ, Portsmouth
HRMS Position Number	
HRMS Job Family/Job Code	
Function (eg Finance, HR)	Project Delivery
Line Manager Name/Grade	AHd Change Delivery, B2/ Grade 7
Day-to-day Supervisor (if different)	
Countersigning Officer Name/Grade	Head of Performance Insights, B1
Working Pattern (FT/PT/Alternative)/hours	FT
Security Clearance Required	SC

PART B - ORGANISATION & BACKGROUND
<p><b>Details of Organisation/Business Directorate</b></p> <p>The position of Integrated Command Plan Insights within the Performance Insights team is part of the Performance Group, one of 7 SCS1/OF5 led teams within the Directorate of Naval Staff (DNS) Director Naval Staff is a 2* Military Officer. The DNS Directorate is focused exclusively on driving and cohering the delivery effort across the Navy - key to this is a relentless focus on business improvement, reducing inefficiencies and enhancing productivity through improved ways of working and digitisation.</p> <p>Deputy Director Performance has a crucial and pivotal role within Navy Command with specific responsibilities for providing a 'shared single version of the truth', of all data relating to performance and delivery. Working within agile, fully empowered teams, the Performance Group is structured into three pillars of Performance Insights, Portfolio Performance and Project Delivery Performance, which collectively deliver the following:</p> <ul style="list-style-type: none"> <li>• <b>Inform strategic decisions and drive progress.</b> Ensure that senior leadership meetings are efficient and cohered with accurate management information to support timely decision making and drive performance and delivery by:</li> <li>• <b>Lead Navy Command in the implementation of Business Intelligence and Analysis</b> Delivering the Navy Command Executive Performance Dashboard to drive a digitised, standardised data suite promoting a "<i>shared single version of the truth</i>" that will enable evidence and data-based decision making at Navy Executive Committee (NEC) and other established Navy Command Governance meetings.</li> </ul>

- **Provide the Secretariat function** for the Admiralty Board, Navy Board (NAVB), Navy Executive Committee (NEC) and NEC Focus Group
- **Drive best practice into Portfolio, Programme and Project Delivery.** Ensure the Royal Navy Portfolio evolves to reflect any changes in strategic directives and business priorities and lead professionalisation of the Project Delivery function across Navy Command.
- **Optimise Navy Command Headquarters for productivity.** Ensure the strategic headquarters works together efficiently and effectively in line with Royal Navy Strategic Priorities.
- **Manage Navy Command Headquarters Performance.** Ensure the performance of the Navy Command Headquarters is optimised and coherent with the ability to prioritise activity based on validated metrics by:
- **Initiate and Lead Change across the Navy Command Headquarters.** Adapt to change while remaining relevant to our stakeholders. Ensure the Royal Navy Portfolio is prioritised and delivers in line with Royal Navy Strategic Priorities and leading transformation to help the Royal Navy 'fulfil its potential'

The OF4 Integrated Command Plan Insights role falls within Performance Insights pillar and will support Navy Command achieve its strategic objectives by driving strategic decision making via a coherent and consistent evidence-based view of Navy's performance.

#### **Job Purpose - background and context**

The purpose of Integrated Command Plan Insights is to support the AHd Change Delivery and team to deliver the Transformation/ Change Delivery aspects of the Portfolio Performance team with specific responsibilities to:

##### Transformation Performance:

- Run the Integrated Plan: Set delivery plan. Monitor progress. Support development of risks, benefits, and dependencies. Manage stakeholders.
- Govern the Plan: Support Sponsor and SRO(s) via secretariat for boards and reviews.

##### Agreement Plans and Performance Reporting:

Will take the lead on stakeholder engagement and management with respect to our dependencies on other Top Level Budget holders (TLBs) including DE&S, SDA, Defence Defence, Head Office and the other frontline commands.

The postholder will be expected to deputise for the AHd Change Delivery on occasion.

#### **Organisation Chart to be amended,**

### **PART C - RESPONSIBILITIES**

<b>Responsibility</b>	<b>Percentage</b>
Integrated Command Plan –	51%

1. Military advice to the AHd Change Delivery to develop and maintain Integrated Plan that clearly sets out what is to be achieved, by when and how.	
2. Working collaboratively with SEO Change Delivery Manager, network and engage across the Command to develop and maintain understanding of how Integrated Plan outcomes are supported by Navy Portfolio of programmes and projects.	
3. Working collaboratively with the SEO Change MI and Analytics provide support to the Sponsor and SRO(s) at the relevant boards with appropriate reporting, visualisations and information from the Integrated Plan to enable timely decision making.	
4. Represent Assistant Head Change Design as and when required	
5. Agreement Plans – stakeholder management, oiling the process, ensuring delivery on time, managing senior commitment	29%
6. Performance Reporting and dependency management – liaising with outer offices, ensuring appropriate comms, supporting the so-what	20%

## PART D - SUCCESS PROFILES

List the elements of the Success Profiles Framework that are applicable to the role

### Behaviours:

- Seeing the Big Picture
- Delivering at Pace
- Communicating and Influencing

### Experience:

#### Essential

- Managing relationships with stakeholders effectively, maintaining their confidence and influencing them

#### Desirable

- Awareness of the Navy Command Operating Model and major Programmes.
- Drawing together and presenting reasonable conclusions from a wide range of evidence

### Technical:

#### Essential

- Competent use of MS Word, Excel, PowerPoint, SharePoint, MS Teams.

### Strengths and Ability:

- Strong oral and written communication skills, with the ability to identify and flex to the needs of different audiences, and to convey complex issues concisely and effectively to facilitate decision making.

- Providing leadership to others where there is ambiguity
- Identifying effective options in complex problems and communicating these effectively to facilitate senior decision-making
- Challenging the status quo by identifying innovative and more efficient ways of working

## PART E - LEARNING & DEVELOPMENT

Unless already achieved:

**Mandatory within 12 months of appointment**

- Agile

## PART F - SIGNATURES

**Post holder:**

Name

Signature

**Line Manager:**

Name

Signature

**Date agreed:**

**Date for review:**