

TERMS OF REFERENCE

INTERNATIONAL & COMMONWEALTH TRAINING OFFICER (INITIAL WARFARE OFFICER) (ICTO(IWO))

JPA line number: 2071484
Date authorised: 3 Nov 21
Date of next review: 3 Nov 22

Preamble

1. TOR provide a framework to assist in achieving objectives and clarifying accountability. Whilst approved TORs are a major contribution towards improved management, ultimately, it is up to the individual TOR holder to deliver effective and efficient outputs using leadership, professional ability and management skills. Thus TOR should not be seen as 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, along with OCWSTG when appropriate.

2. ICTO(IWO) is a member of the International & Commonwealth Training Unit of the Warfare Support Training Group (WSTG) of the Maritime Warfare School (MWS).

Primary Purpose

3. Course Manager and Lead Instructor for the ILT and ISL Courses.

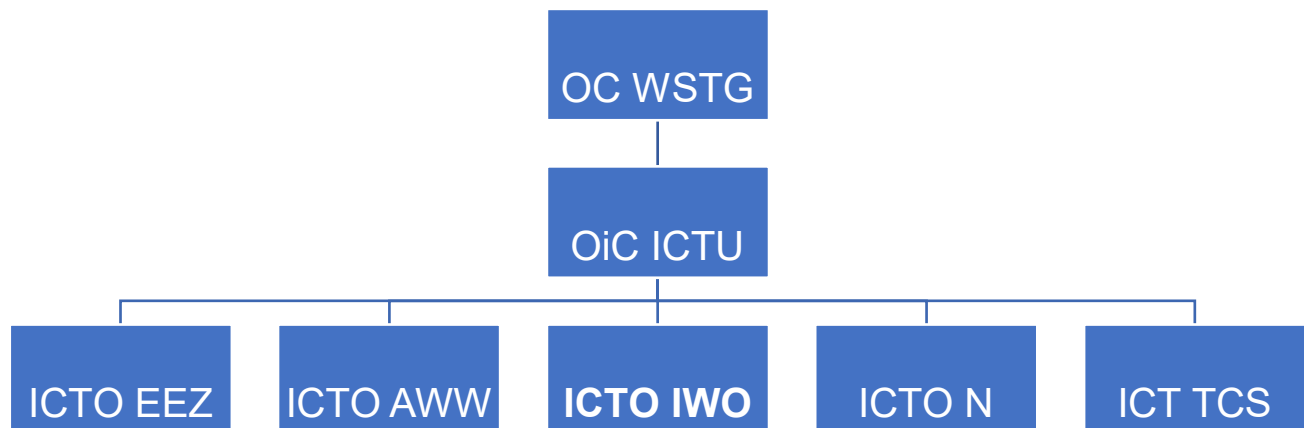
Secondary Purposes

4. Secondary purposes are as follows:

- a. Support the broader MWS training output, including assessing RN and IDT students in simulators and at sea.
- b. Conduct training overseas in support of the Security Cooperation Activity Plan (SCAP) as directed by OiC ICTU.
- c. As ICTU Defence Training Supervisor (DTS) act iaw JSP822 to provide advice and support to ICTU instructors.
- d. ICTU lead for the Continuous Professional Development (CPD) programme on behalf of OiC ICTU.
- e. Act as 2iC ICTU when OiC is not available.
- f. Conduct establishment duties as required by Executive Officer, HMS Collingwood.

Organisation

5. ICTO(IWO) operates within the following organisation:



Accountability

6. ICTO(IWO) is accountable as follows:

- a. Directly accountable to OIC ICTU.
- b. Under the functional authority of the Executive Officer HMS COLLINGWOOD for establishment and divisional duties.

Authority

7. ICTO(IWO) has line authority over departmental instructors, including civilian personnel, and over those personnel borne for training within ICTU. ICTO(IWO) is authorised to:

- a. Liaise with other Training Departments and outside authorities, to establish training requirements related to his primary purpose, keeping OIC ICTU informed.
- b. Issue Course Manager's Warning (Professional).
- c. Release emails and speak on behalf of OIC ICTU on non-controversial matters relating to the ICTU.

Principal Tasks

8. ICTO(IWO) is responsible for:

- a. Acting as the principal subject matter expert and advising on ILT and ISL Course training.
- b. Ensuring that the standards set for ILT and ISL Course training by IDT(RN) are met and that the training remains relevant and current. In fulfilment of this, providing subject matter expert input to the Babcock Training Design Staff for the maintenance of the Course DSAT documentation.

- c. Planning, supervising and conducting ISL and ILT Course Bridge Simulator and Sea Training.
- d. Classroom, sea and simulator instructional duties as scheduled including acting as Staff Captain for ILT and ISL Courses.
- e. Assessing the performance of international students iaw JSP 510 and draft appropriate reports.
- f. As Course Manager, ensuring that all officers and ratings under training are informed of their progress and/or shortcomings. Where progress or conduct is unsatisfactory, this is to be specified sufficiently in advance of a formal report to allow remedial action by the individual.
- g. Promoting security and health and safety awareness amongst courses to ensure that all regulations pertaining are enforced.
- h. Provide input for staff papers and other correspondence as required by OiC ICTU.

Competencies

9. ICTO(IWO) must be a Warfare Officer with a minimum of 5 years sea experience, WECDIS trained and be qualified in Navigation to FNO standard. The following competencies are pre-requisites:

Management/Divisional Officer (RNLA 106)(Navy))

Initial Command & Staff Course (Maritime)

Instructional (DSAT DTTT V2 / DSAT DTC)

Instructional (DSAT DTS)

Attend FOAPT Induction Brief

MJ EDEY
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ICTO(IWO)

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OIC ICTU

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