

TERMS OF REFERENCE FOR - [2113982] - EWO

LPD SUPPORT GROUP – HMS BULWARK EXTENDED READINESS FULL TIME RESERVE SERVICE WO

SURFLOT(W) Aim:

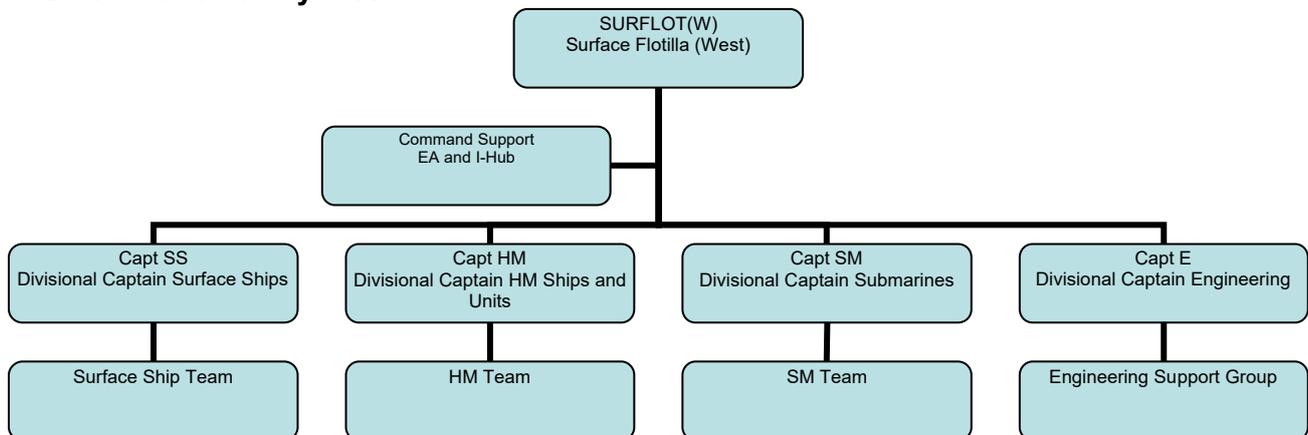
‘To support Commanding Officers in the generation and maintenance of Operational Capability of Flotilla units, fit for success on both current and contingent operations.’

Part 1 – Job Summary

Introduction

1. Surface Flotilla (W) (SURFLOT (W)) is in Command of Devonport based RN Ships; primarily responsible for the Force Generation (FGen) of Devonport Units. He is directly accountable to COMOPS for the discharge of his Command responsibilities and functionally accountable to ACNS(Spt) for all tasks discharged by the Waterfront Organisation in the delivery of Operational Assurance.¹
2. The Flotilla has a number of sub-unit organisations, and RN personnel embedded within industry in order to achieve the key outputs and ultimately achieve SURFLOT (W)’s aim. Each sub-unit is headed by a Flotilla Divisional Captain.

The Command Family Tree



3. Captain Engineering (Devonport), (Capt E(D)) supports SURFLOT(W) in the generation and maintenance of the Operational Capability of Flotilla units. Working alongside Capt SS and Capt HM, Capt E is equally responsible for the delivery of SURFLOT(W)’s aim. His key outputs are the:
 - a. Delivery of Flotilla-wide Material and Operating Assurance to the ODH, holding to account the PDH for the former and the COs for the latter.
 - b. Co-ordination of Force Generation risk identification, ensuring appropriate mitigation across the METS pillars.
 - c. Development of Force Generation support planning; monitoring its delivery.

¹ Operational Assurance: The delivery of safe, legal and compliant units, at the requisite operational capability, to meet the requirements of the fleet operating schedule.

d. Prosecution of feedback from the Flotilla regarding policy across the METS pillars by the creation of Working Groups, via a delegation from CSO(E). Holding to account organisations when required.

e. Delivery of personnel management of the Engineering Team. As Head of Profession, Capt E (D) will provide military leadership and set functional standards for Engineering personnel within the Force Generation Authority (Devonport) (FGA(D)) and for those officers and ratings placed within the Waterfront Industrial Partner.

4. To achieve this task, Capt E is supported by Commander Plans and Resources (CPR), the Engineering Support Group (ESG), which include the Royal Navy Trademaster (RNTM) and his Team, SO2 Upkeep, SO2 Force Generation Support and embedded RN personnel within the Industrial partner). HMS BULWARK's Extended Readiness (ER) Full Time Reserve Service (FTRS) Team reside within the ESG and will be placed by the RNTM to support the Royal Navy J-Role UEL and Babcock Marine Section Heads in line with the latest ER support contract.

Purpose

5. **Primary Purpose.** The primary purpose of the HMS BULWARK OSP FTRS EWO is to provide support to the planned maintenance support alongside industrial partners as directed by military or civilian line management. To manage the SEMS organisation as SHEO and provide advice to the Command on all H&S matters. Support will be delivered as part of an HMS BULWARK OSP Certainty of Delivery Agreement (CODA). By its nature this may require occasional out of hours and weekend work. Any out of hours cover would be confined within Devonport Dockyard and recompense delivered as Time of in Lieu (TOIL).

6. **Secondary Purpose.** To act as a Divisional Senior Rate as directed by the RNTM. To be employed as directed by the RNTM on suitable tasks if surface team services are not required. To be actively involved in activities that will enhance personnel development alongside other team members.

Organisation and Accountability

7. The HMS BULWARK OSP FTRS Team is part of the ESG Division headed by Captain Engineering.

Authority

8. The HMS BULWARK OSP FTRS EWO has functional authority over those personnel as directed by Military/Civilian line management as required to complete a given task.

Accountability

9. The HMS BULWARK OSP FTRS EWO is accountable to the OIC through his or her Military or Babcock Marine First Line Manager for delivery of support in line with the latest OSP support contract. Functionally accountable to the RN Trademaster for Military Duty aspects of employment.

Tasks

10. The following tasks ensure the delivery of the primary role:

a. To plan, supervise and carryout engineering support to HMS BULWARK utilising personnel as nominated by Line Manager IAW service line agreement.

- b. Ensure all subordinates maintain the highest standards of discipline, dress and timekeeping.
 - c. Supervise subordinate ratings to ensure completion of work schedule in accordance with the OSP plan.
 - d. Undertake the duties of HMS BULWARK OSP Team callout providing out of hours cover as required.
 - e. Supervise work and inspections as required by line manager.
 - f. To ensure all personnel are aware of and adhere to current Health and Safety regulations.
 - g. To ensure all personnel are aware of and adhere to current Quality Management System.
 - h. To liaise directly with external authorities to achieve their purpose.
 - i. To deputise for line management when ordered.
11. The following tasks ensure the delivery of the secondary role:
- a. Act as Divisional SR to personnel for the duration of their time as a support team member, liaising with their Divisional Officer as required.
 - b. Attend termly divisional briefings to remain up to date with current divisional policy.

Development of Staff

12. The HMS BULWARK OSP FTRS EWO will provide appropriate divisional care as expected of a Divisional Senior Rate, including the mentoring and participation in the wider aspects of RN life to ensure promotion of RN Core Values and ethos amongst those around him. In addition, provide Ship /Departmental training as required.

Competencies

13. The post holder is to be:

- a. Rank: WO1 or WO2.
- b. Branch: Any.

14. In addition, desired, but not necessary, as training/courses/Inductions can be booked for the successful applicant include:

- a. MODNET (F) Restricted .
- b. Defence Information Management Passport.
- c. Protecting Information Level 1.
- d. DSAI for access in to nuclear registered site.
- e. Fire Awareness.

- f. Health and Safety (WE 902 SEMS Advisor)
- h. Equality and Diversity Practitioner.
- i. Divisional Officers refreshers course where necessary.
- j. Completed EWO course.

Additionally, mentoring training would be desirable.

- a. UMMS Training.

Signature of Job Holder:

Signature of Line Manager:

Date:

Date: