

TERMS OF REFERENCE FOR THE FIRST LIEUTENANT – HMS EXCELLENT

PURPOSES

1. **Primary Purpose.** As Head of the Executive Department, to be fully accountable to the Commanding Officer for all administration, security, discipline and accommodation aspects of the Establishment (Whale Island and Horsea Island).
2. **Secondary Purpose.**
 - a. To be the Second-in-Command of HMS EXCELLENT.
 - b. To be the Explosives Responsible Officer (ERO).
 - c. To be the lead Equality, Diversity, and Inclusion Advisor for HMS EXCELLENT.
 - d. To be the Supervising Officer for the Warrant Officer's and Senior Rates' Mess.

SUPERIORS

3. The First Lieutenant is accountable to the Commanding Officer, HMS EXCELLENT.

AUTHORITY

4. The First Lieutenant is authorised to:
 - a. Deputise for the Commanding Officer in his administrative functions.
 - b. Exercise delegated disciplinary functions as laid down in the extant Commanding Officer's Powers and Delegation Under Armed Forces Act 2006 COTM.
 - c. Correspond directly with outside authorities and civilian agencies on those areas of responsibility set out in these TORs.
 - d. Sign, on behalf of the Commanding Officer, in these areas of responsibility.

ORGANISATION

5. See Enclosure.

PRINCIPAL TASKS

6. To provide the necessary support and administrative services for HMS EXCELLENT as detailed below by overseeing the executive provision of workforce and logistic resources to enable the Establishment to meet its designated tasks.
7. To co-ordinate the Establishment response to a major incident or accident.
8. To carry out the duties of Duty Commanding Officer and draw up the monthly duty roster for Duty Commanding Officers.
9. To act as Investigating Officer for Service Complaints as and when required by CO.
10. To act as co-ordinator for Business Continuity and Disaster Recovery (BCDR) and the provision of Establishment Contingency Plans.

11. To act as Divisional Officer / 1st Reporting Officer/2nd Reporting Officer and/or 3rd Reporting Officer for appropriate personnel in HMS EXCELLENT.
12. To be a member of the following Committees:
 - a. Chairman of the Welfare Committee.
 - b. Joint Chairman of the Space Allocation Committee.
 - c. Establishment Stakeholders Committee.
 - d. Unit Health and Welfare Committee.
 - e. Chairman of the Carers Forum.
 - f. Chairman of the Risk Management Board.
13. To be the lead Equality, Diversity, and Inclusion Advisor for HMS EXCELLENT.
14. To be the Supervising Officer for the Warrant Officers', Senior Rates' and Senior NCOs' Mess.
15. To be the Princess of Wales's Royal Regiment Liaison Officer.

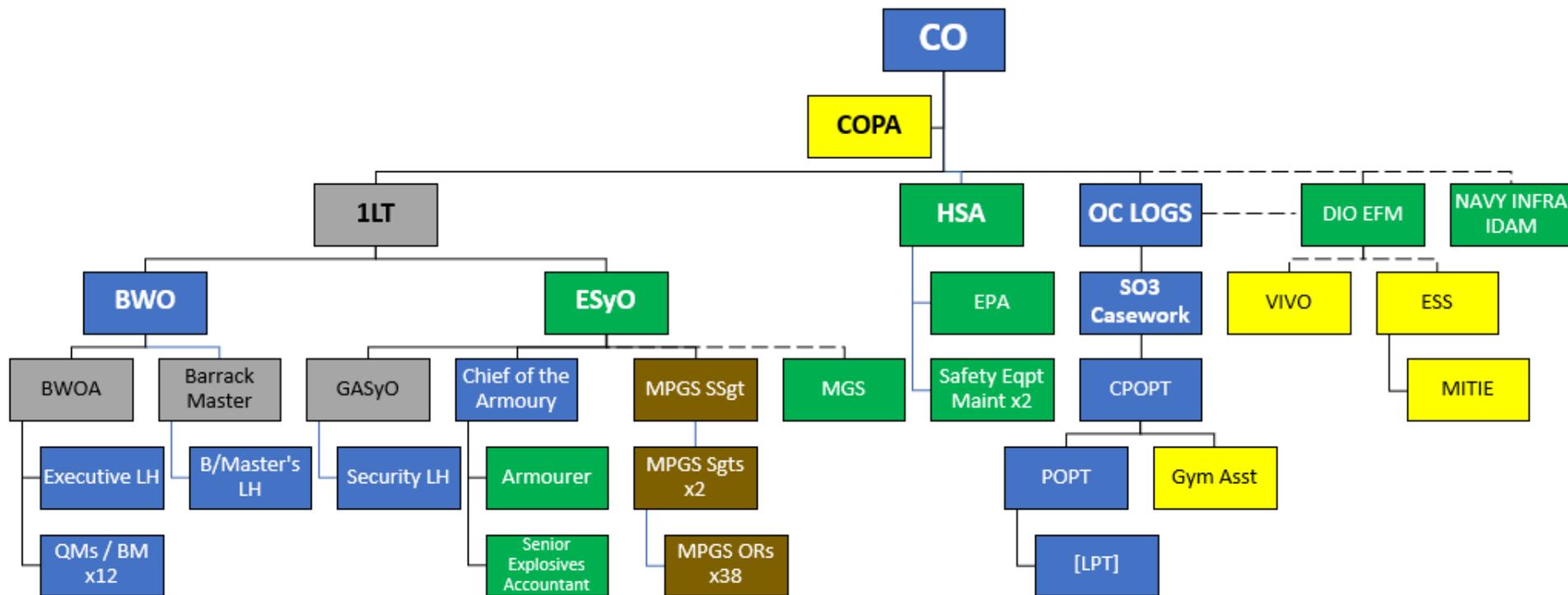
Lieutenant Commander Royal Navy
First Lieutenant

SJL TURNBULL
Commander Royal Navy
Commanding Officer

Enclosure:

1. HMS EXCELLENT – Executive Staff.

HMS EXCELLENT – EXECUTIVE STAFF



- RN Regular
- RN Full Time Reserve Service
- British Army
- MOD Civil Service
- Contractor

————— Line authority
 - - - - - Functional authority