

HMNB CLYDE - TERMS OF REFERENCE & RESPONSIBILITIES

Proposed changes to these TORRs will only become effective when the appropriate approval process is complete – staff must consult with their Departmental Business Manager prior to amending

Section 1 - Job Information						
Job information						
Job Title	NBCDi EXECUTIVE SENIOR RATE 2					
Grade / Rank	OR6 (PO) RN or Sgt.					
HRMS Position No.	00064065	JPA No.	2136853			
Job Code(s)						
Organisation Structure						
Director	COB					
Department	COB					
Line Manager Job Title	BASE WARRANT OFFICER					
Line Manager HRMS Position No.	00064060	JPA No.	1779381			
Countersigning Officer Job Title	First Lt					
Countersigning Officer Position No.	00064057	JPA No.	1779375			
Line Management Responsibilities <i>List details of all direct reports</i>	Job Title	Position Number		Grade Rank		
		HRMS	JPA			
CSO Responsibilities <i>List number and grade of staff postholder has CSO responsibility for</i>						
Baseline	NW	NP	NERO	WOME	WIH	IC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Requirement Plan	NTRP			WTRP		
	<input type="checkbox"/>			<input type="checkbox"/>		
Approved PCL Level	Choose an item.					

Section 2 - Job Purpose

Briefly describe the job, highlighting key responsibilities and outputs.

The NBCDi is responsible for the issue of GSR to entitled personnel within HMNB Clyde sphere of operations and complete the requisite fitting, user training and Advanced Reparatory Testing System (ARTS) testing. The NBCDi also assists the Executive Senior Rate departmental output as directed by the Exec CPO/BWO/1st Lt/ and BXO.

Section 3 - Principal Tasks

Describe the principal tasks undertaken by the post holder. For Baseline / PCL related tasking, include applicable functional competences and authorisation conditions at the end of each task.

Tasking related to Baseline / PCL

Tasking not related to Baseline / PCL

1. Responsible for the husbandry and maintenance routines of any equipment provided to facilitate the issuing and testing of the GSR including ARTS / CBRN Laptops.
2. To facilitate and as required assist with the respirator testing of personnel in sea going billets, by their ship CBRNDCQs following GSR rollout and all subsequent occasions when respirator testing is required.
3. Conduct the fitting, issue and user training of RN and RM personnel not attached to units with a CBRNDCQ or CBRNI nominated and trained to deliver GSR training and testing.
4. Conduct respirator testing for Individual Augmenters deploying on operations not attached to HMNB Clyde units with suitably qualified CBRNDCQ or CBRNI.

Tasking not related to Baseline / PCL

5. Responsible for GSR and ARTS stores, including being the PLR custodian for the test facility and consumables required to ensure delivery of unit GSR rollout or to support delivery of capability to other units as applicable.
6. Record all GSR issue in accordance with the instructions on the Defence CBRN Centre Website (www.dcbnrc.dii.r.mil.uk/gsr/gsrinfo.htm).
7. As an Executive Senior Rate to undertake administrative and practical tasks as detailed by Exec SR1/BWO/1st Lt/ BXO.
8. To plan and co-ordinate HMNB Clyde Poppy Scotland participation and ensure full base wide coverage, publicity and accountability.
9. To assist SR Exec 1 with the coordination and running of all 1*and below visits and events.
10. To represent HMNB Clyde at external functions or events, including Augmentation for guards, ceremonial, representation and similar requirements.
11. Responsible for the management and administration (VUR recording) of the Executive Department Service Vehicles.
12. To attend all Executive Departmental Meetings.
13. To perform the duties of the Neptune Duty Naval Base Senior Rate as rostered and at short notice.
14. To act as the lead for coordination, delivery and administration of the HMNB Clyde Induction brief.
15. To act as the lead for the coordination, delivery and administration of HMNB Clyde mandatory training.

Section 4 – Authority and Accountabilities

Describe the scope of the post holder's authority and what they are accountable for, and to whom.

Authority

Post Holder is authorised to liaise with Internal and External Departments, Organisations and Companies on behalf of CoB in direct relation to the Tasks outlined in Section 3 of the ToRRs.

Accountable for**Accountable to****Section 5 - Behaviours and competences**

List the behaviours and functional competences essential or desirable to the job.

Essential behaviours
Seeing the Big Picture
Changing and Improving
Making Effective Decisions
Working Together
Leadership
Commincating and Influencing
Delivering at Pace

Desirable behaviours

Essential functional competences		
Competence	Description	Level

Desirable functional competences		
Competence	Description	Level

Section 6 – Training, Qualifications, Licences and Professional Memberships

List the training, qualifications, licences and professional memberships essential or desirable to the job. Include functional and approved SQEP training requirements.

Essential Training

HMNB CLYDE MANDATORY COURSES

Mandatory Naval Core Training. To arrive in adte for all modules.

SRLC

CBRNDC35 (Completed prior to Jan 11) plus CBRNDC24 (1 Day Conversion Course)

CBRNDC35 (Completed after Jan 11)

ECDL

FMT 600 & CIVILIAN DRIVING LICENCE

Desirable Training

Defence CBRNI

CBRN Defence Trainer

Section 7 – Additional Post Requirements

List any additional requirements or experience needed to fully discharge the duties of the post e.g. medical, driving licence

Essential

Must be competent to deliver GSR testing and training

Desirable

Section 8 – Security Requirements

Post holder must be familiar with, and adhere to, all security instructions

Required security clearance level	Security Check	<input checked="" type="checkbox"/>
	Developed Vetting	<input type="checkbox"/>
Reserved Post		<input type="checkbox"/>

Post holder will require access to the following nuclear information:

NNPPI	<input type="checkbox"/>	ATOMIC	<input type="checkbox"/>	PSA	<input type="checkbox"/>
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Section 9 – Standing Statements

Health and Safety

All HMNB Clyde staff must be familiar with, and adhere to, Establishment Health & Safety and Environmental Protection regulations and procedures and complete all relevant mandatory training

Equality and Diversity

All HMNB Clyde staff must be familiar with, and adhere to, MOD Equality and Diversity policies and complete all relevant mandatory training. All staff must be treated with respect and be able to work in an environment which promotes inclusion and dignity.

Learning and Development

All HMNB Clyde staff are responsible for ensuring their training needs are identified, are agreed with their line manager and reviewed throughout the year.

Review

All posts should be regarded as flexible and therefore subject to change to meet business needs and priorities. As a minimum, posts and tasks should be reviewed as part of the mid-year and end of year reporting cycles.

Section 10 – Agreement

Job holder			
Name			
Signature		Date	
Line manager			
Name			
Signature		Date	
NTQSC endorsement of nuclear training and competence requirements			
NTQSC Ref		Date	

Section 11 – Record of changes to TORRs

Version	OCP Ref (If applicable)	Comments	Date