

Issued:  
Review Period:  
Next Review:

## **TERMS OF REFERENCE FOR THE RNR UNIT ASSISTANT RECRUITING PIPELINE MANAGER**

### **Introduction**

1. Commander Maritime Reserves (COMMARRES) commands the Royal Naval and Royal Marine Reserves known collectively as the Maritime Reserves (MR). The purpose of the MR as set out in the Maritime Reserve Directive.
2. Units are fundamental to the delivery of COMMARRES output. All posts within Units are to be occupied by suitably qualified and experienced personnel who have the time and skills to deliver in their specific role. This document provides the terms of reference for the Assistant Unit Recruiting Pipeline Manager (A/RPM).

### **Purpose**

3. The purpose of the A/RPM is to:
  - a. Manage the Unit Recruitment Pipeline from early attestation, through to allocation and completion of Phase 1 in conjunction with the RPM.
  - b. Lead all aspects of recruiting and marketing within unit to achieve SMART recruiting targets as delegated by the RPM.
  - c. Facilitate efficient Candidate Relationship Management (CRM) and passage of candidates through the recruiting pipeline from Early Attestation to Confirmation Course for Ratings and Fleetboard for Young Officers
  - d. Liaise with all key stakeholders to ensure smooth transition of candidates through recruiting pipeline.
  - e. Supporting SO2 Recruiting and working with the Unit Recruitment Officer (RO) and RPM in the achievement of CMR HQ Recruiting Targets and the production of a recruiting programme supporting SMART targets.
  - f. To support RISTT, liaising with SO2 Recruiting to aid recruitment.
  - g. Liaise with the National Engagement team WO1's and support the Unit Engagement Officer (UEO) to enable the smooth execution on EE events.

### **Accountability**

4. The A/RPM is accountable to:
  - a. The Regional RPM for day to day activities.

- b. The Unit Commanding Officers in all associated Regional RNR Units for recruiting and unit Employment Engagement activities.
- c. The Regional Unit Commanding Officers for recruiting pipeline.
- d. The Recruiting SO2 for achieving Unit SMART recruiting targets.

### **Authority**

- 5. The A/RPM is authorised to:
  - a. Liaise directly with the following: Recruiting Field Force, other MR Units, CMR HQ Staff, SO2 Recruiting, Captain Naval Recruiting HQ, Whole Force Career Management Team, RNR Branch/Capabilities Warrant Officers and Training Organisations.
  - b. Take routine decisions and correspond with the above regarding Unit Recruiting and Phase 0 and 1 pipeline administration.
  - c. To liaise directly with the RNR pipeline manager to understand Phase 1 training course availability, ensuring recruits flow through the pipeline at best speed.

### **Competencies**

- 6. In general, the post holder is to be an OR7 – OR 9. The following abilities to supplement the assumed core competencies of the holder (management and leadership) are required:
  - a. To be a visible, credible and recognisable Senior Rate/NCO, with appropriate skills and experience, to allow the proper performance of their duties.
  - b. Working knowledge of the Defence Recruiting System (DRS)
  - c. Working knowledge of Understanding Civil Engagement (UCE) located on DGW
  - d. Miscellaneous Naval Careers Advisor's Course.

### **Tasks**

- 7. The A/RPM is to fulfil the requirement of their purpose, using sound judgement, drawing upon the following tasks as a reference to their duties:

### **People**

- a. To support the CO with guidance on the Unit recruiting pipeline and retention of Phase 0 and 1 within the unit.
- b. To investigate DRS to keep the Command updated on Candidates/Recruits and to utilise this information at the Units Command Briefs

- c. To advocate the Royal Navy Core Values and Standards when engaging and supporting personnel.
- d. To populate the Understanding Civil Engagement (UCE) serials on DGW to cover recruiting events.

8. Any other tasks and duties as directed by Command.

**Management**

- a. Lead all aspects of Recruiting and Marketing.
- b. A monthly report to CO detailing the status/progress of individuals in the recruiting pipeline, planned recruiting events and highlighting any areas of concern.
- c. A monthly report to CO (supported by Branch WO/SO2, through the UTO and UOO) detailing the status/progress of individuals in the UTS pipeline and highlighting any areas of concern.

**Committees**

- 9. The A/RPM attends the following Committees and Groups:
  - a. Unit Senior Management Board if RPM in the absence of the RPM.
  - b. RPM Continuous Professional Development Events as arranged by SO2 Recruiting.
  - c. Senior Warrant Officer monthly Skype calls.

Signature of Post Holder

Signature of Line Manager

Rate/Rate  
Date:

Rank/Rate  
Date:

Annexes:

- A. Organisational Structure (UMS page).
- B. HMS XXXX Additional Duties.