**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*

*Refer to TORR v1.6 Guidance notes prior to completion*

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| **Section 1 - Job Information** |
| Job information |
| Job Title | Base 1st Lt |
| Grade / Rank | Lt Cdr |
| MyHR Position No. | 00064057 | JPA No. | 2136856 |
| Job Code(s) | 20006 (old code 000202) |
| Organisation Structure |
| Director | COB |
| Department | COB |
| Line Manager Job Title | BXO |
| Line Manager MyHR Position No. | 00064056 | JPA No. | 1779373 |
| Countersigning Officer Job Title | COB |
| Countersigning Officer Position No. | 00064054 | JPA No. | 1779368 |
| Line Management Responsibilities | Job Title | Position Number | Grade Rank |
|  |  | MyHR | JPA |  |
| *List details of all direct reports* | PDEV OfficerExec SR1MACCO 2MACCO 3Traffic Management 1Traffic Management 2MTE ArmourerRange WardenDrumfork Manager | 00064016N/A00173036300083110021184000211841000808923000128800232153 | 17795982136855NANANANANANANA | WOPTCPOAOAAAOAOSZ3SZ2EO |
| Countersigning Officer Responsibilities*List number and grade of staff postholder has CSO responsibility for* | 2xCPOPT1xPO2xAO |
| Baseline | NW | NP | NERO | WOME | WIH | IC |
|  |[ ] [ ] [ ] [ ] [ ] [ ]
| Training Requirement Plan | NTRP | WTRP |
|  |[ ] [ ]
| Approved PCL Level | Choose an item. |

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| **Section 2 - Job Purpose** |
| *Briefly describe the job, highlighting key responsibilities and outputs.* |
| The purpose of Captain of the Base (CoB) Department is the provision of services and facilities for all Service personnel at HMNB Clyde, including accommodation, catering, medical/dental, sports and recreation, welfare and personal administrative support.  The Executive Section, within CoB Dept, delivers overall administration coordination: The 1st Lt (N) primary purpose is to direct Naval and Civilian personnel of the Executive Department, for ensuring delivery of manpower resources, H&S and Site Co-ordination including some outstations, whilst ensuring that the highest Service and personnel standards are maintained in keeping with Service traditions and ethos and act as 'Primus inter Paras' for Lieutenant Commanders in the Base.   To be the Deputy Head (DHOD) of the Executive Department and to administer the Executive Department as required by the Base Executive Officer  |

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| **Section 3 - Principal Tasks** |

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| *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 |
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| Tasking not related to Baseline / PCL |
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| To support BXO in his role within HMNB Clyde.  Act as HOD to the Physical Training Department.To be the lead D&I Advisor for HMNB Clyde and the COB area.Provide a GLAD function to the Military Training Element.To be the COB Unit Security Officer.To be the Divisional Officer to the Executive Department Senior Rates and act as Senior Divisional Mentor to HMS Neptune and HMNB Clyde as required.To be the lead NEHQ Staff Officer within the Nuclear Emergency Response Organisation and manage the NERO Staff Officer roster.To be the Supervising Officer of the WO&SRs' Mess.To co-ordinate the care of vulnerable personnel, maintain the Persons At Risk (PAR) register and chair the fortnightly Carers Forum (PAR).To be the OFSTED nominee for HMNB Clyde and co-rdinate the Wefare & Duty of Care (WDoC) for under 18s and trainees within HMNB Clyde.Deputise for the BXO, as Head of the Executive Department in his absence from the Establishment.To act as the standby Duty Naval Base Officer (DNBO).Liaise with appropriate external Service or civilian authorities on routine matters in support of his purposes.To be the Supervising Officer for the WO/SR MessTo exercise functional authority over the Executive Department as DHOD.To act as Chairman for:1. Carers Forum (PAR)
2. Unit Health Committee (In COB absence)
3. Drumfork Management Board (in COB absence)
4. Clyde EDI Committee (as Co-Chair with CS HR)
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| **Section 4 – Authority and Accountabilities** |

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

| Authority |
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| To be Deputy Base Executive Officer. Authorised to sign letters, release signals and send emails for BXO on routine matters covered within his ToR, liaising as required with all Service and external agencies as required to achieve his purpose. To exercise functional authority over: 1) All uniformed personnel within HMNB Clyde, except for those officers senior by rank, for matters of discipline and standards. 2) All Duty Naval Base Officers (DNBO) and Neptune Duty Naval Base Supervisors in the Execution of their duties. |

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

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

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| Essential behaviours |
| Seeing the Big Picture  |
| Changing and Improving  |
| Making Effective Decision  |
| Leadership  |
| Communicating and Influencing  |
| Developing Self and Others  |
| Delivering at Pace   |

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| Desirable behaviours |
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| Essential functional competences |
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| Competence | Description | Level |
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| Desirable functional competences |
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| Competence | Description | Level |
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| **Section 6 – Training, Qualifications, Licences and Professional Memberships** |

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

| Essential Training |
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| LNEPC |
| EDIA Course |
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| Desirable Training |
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| **Section 7 – Additional Post Requirements** |

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

| Essential |
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| Desirable |
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| **Section 8 – Security Requirements** |

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| *Post holder must be familiar with, and adhere to, all security instructions* |
| Required security clearance level | Security Check | [ ]  |
|  | Developed Vetting | [ ]  |
| Reserved Post |[ ]
| Post holder will require access to the following nuclear information: |
| NNPPI |[ ]  ATOMIC |[ ]  PSA |[ ]

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| **Section 9 – Standing Statements** |

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| **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 |
| **Diversity and Inclusion**All HMNB Clyde staff must be familiar with, and adhere to, MOD Diversity and Inclusion 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. |

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| **Section 10 – Agreement** |

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

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| **Section 11 – Record of changes to TORRs** |

| Version | OCP Ref(If applicable) | Comments | Date |
| --- | --- | --- | --- |
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