Review Period: Annual

 Next Review: Jul 21

**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 and discipline aspects of the Establishment (Whale Island and Horsea Island).

2. Secondary Purpose.

a. To be the Explosives Safety Representative (ESR).

1. To be an Equal Opportunity Advisor (EOA).

c. To be the Conventional Forces in Europe Treaty Inspection Liaison Office.

**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. Correspond directly with outside authorities and civilian agencies on those areas of responsibility set out in these TORs.

c. Sign on behalf of the Commanding Officer in these areas of responsibility.

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**ORGANISATION**

5. See Enclosure.

**PRINCIPLE TASKS**

6. To provide the necessary support and administrative services for HMS EXCELLENT as detailed below:

a. Oversee executive provision of manpower 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 for: BWO, CPOPTI, POPTI, CPO ARMOURY, ARMOURY STAFF, HSA, EPA, ESyO, OODs, MPGS C/Sgt, Sgts and Cpls.

12. In the absence of a dedicated Medical Officer, to act as the focal point for Establishment medical administration.

13. To be a member of the following Committees.

a. Chairman of the Welfare Committee.

1. Joint Chairman of the Space Allocation Committee.
2. Establishment Management Board
3. Unit Health Committee and Carers Forum.

14. To be the Conventional Forces in Europe Treaty Inspection Liaison Officer.

15. To be an Establishment Equal Opportunities Advisor.

16. To be a Casualty Notification Officer.

17. To be the Supervising Officer of the Royal Marine Volunteer Cadet Corps.

18. To be the Princess of Wales Royal Regiment Liaison Officer.

A R CRONIN MBE S J TURNBULL

Lieutenant Commander Royal Navy Commander Royal Navy

First Lieutenant Commanding Officer

Enclosure:

1. HMS EXCELLENT Command/Executive Organisational Structure.