

Issue Date: 19 Aug 2024

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## **TERMS OF REFERENCE FOR**

Post Holder: Executive Assistant, Institute of Naval Medicine (INM)

Full Title: Executive Assistant (EA) & Assistant Establishment Security Officer (AESyO)

Short Title: EA INM

### **Part 1: Job Summary PREAMBLE**

**Security Clearance Required: SC**

#### **Details of Organisation/Business Directorate**

The INM is the Royal Navy's centre of excellence delivering occupational health, specialised training & research.

INM's purpose is to optimise the operational capability of globally deployed forces through specialised occupational and environmental medicine & science, mitigating risk and improving health.

#### **Alignment to Defence Tasks**

Provide the Nuclear Deterrent (CASD and Nuclear Enterprise).

Conduct capacity building with partners, allies and multinational organisations in support of UK strategy.

Conduct and encourage innovative research and development (R&D) to enable the UK to gain operational advantage and access to allies R&D.

Maximise Defence contribution to the wider economy including employment and skills.

Maximise Defence contribution to inward investment.

Contribute to the Fabric of the Nation, including the Union.

Direct the Defence Enterprise and generate, sustain and enable the Force.

#### **PURPOSES**

##### **Primary Purpose:**

The EA is responsible to the Executive Officer (XO) for the maintenance of military ethos, discipline, welfare and effective interaction of all INM personnel. This includes the co-ordination of key outputs relevant to INM's functioning as a military establishment and deputising in the XO's absence.

##### **Secondary Purposes:**

- Act as the AESyO responsible to the XO for ensuring Unit security is of the highest standard and the personal security of all INM personnel.

- Coordinate the Service administration of INM including its ethos and its functioning as a Royal Naval Establishment

## **ACCOUNTABILITY**

The EA is accountable to the XO.

## **AUTHORITY**

The EA has authority over RN personnel and CS staff in pursuance of their duties.

## **TASKS**

The post holder is to carry out the following tasks:

### **General**

- Deputise for the XO in times of absence.
- Maintain oversight of joiners and leavers; ensure that civilian and Service personnel joining INM are briefed on INM's Security Standing Orders, local instructions and the current perceived threat.
- Act as the Line Manager for one Leading Hand.
- Coordinate and maintain the SLA with HMS SULTAN, ensuring that INM is supported as agreed, including provision of accommodation for Staff and students.
- Initial point of contact between INM, MOD civilian, AWE, MGS and other military Units.
- Be the Assistant Divisional Champion, including to MOD Civilians.
- Undertake any other tasks as directed by the XO.

### **Security**

- Produce and maintain INM's Security Risk Register.
- Ensure INM's Duty Staff Officers (DSO) (including yourself) are suitably trained for their role and a suitable effective DSO rota is kept.
- Ensure, as AESyO, the security of INM is maintained to the standard required of MOD regulations and commensurate with the perceived risk.
- Prepare and maintain Unit Security Standing Orders and ensure they are well promulgated, understood and observed.
- Ensure monthly spot checks and musters are carried out ensuring that any discrepancies are reported to the Establishment Security Officer (ESyO) for action accordingly.
- React to threat assessments obtained from NAVY-PSyA on the threat to Unit security.
- Maintain control of all security keys and combination lock settings. Ensure rotation of security keys and combination lock settings and security cabinet combinations are changed as required by regulations.
- Maintain necessary security records ensuring that INM's Security log is up to date.
- Review and update INM Emergency Bridge Cards annually or sooner if required.

### **Risk**

- Act as INM Assistant Risk Manager.
- Liaise with Departmental Risk Managers to ensure INM's Risk Register is maintained.

## **Visits**

- Manage VIP visits to INM and organise all other visits/ meetings/ symposia by other Departments (internal and external) ensuring deconfliction.
- Act as Liaison Officer for other visits/ collaboration (including other foreign military).
- Coordinate military liaison activities.

## **ESTABLISHMENT DUTIES**

The post holder will carry out the following Establishment Duties:

- Act as the SCIO Administrator.
- Correlate, staff, publish and distribute INM Standing Orders and INM Temporary Memoranda. Supervise the issuing and amendment of policy documentation.
- Participate in INM's DSO duties rota conducting out of hours response and recall via the duty mobile.
- Act as the Assistant Incident Officer responding to any incident during working hours.

## COMPETENCIES

The post holder is to be a

	<b>COURSE REFERENCE</b>	<b>SKILL LEVEL (ADV/INT/BASIC)</b>
General Security Threat Brief / Security Fundamentals	In-house Training	New Entrants – Within 3 months of joining the MOD. Refresh Annually.  <b><u>BASIC</u></b>
Health and Safety	Civil Service Learning or DLE: Health and Safety – Product code: HS20	New Entrants – Within 3 months of joining the MOD.  <b><u>BASIC</u></b>
Counter Fraud, Bribery and Corruption	Civil Service Learning Counter Fraud, bribery and corruption – Product codes: CFCS01 (staff), CFCS02 (manager)	New Entrants – Within 3 months of joining the MOD. Refresh Annually.  <b><u>BASIC</u></b>
Diversity and Inclusion	Civil Service Learning: Diversity and Inclusion – Product code: DI2	New Entrants – Within 3 months of joining the MOD. Refresh Annually.  <b><u>BASIC</u></b>
Active Bystander	DLE: Active Bystander Fundamentals - Product code: ACBY(F)	New Entrants – Within 3 months of joining the MOD. Required every year  <b><u>BASIC</u></b>
Defence Information Management Passport	DLE: Defence Information Management Passport – Product code: INFO MATTERS	New Entrants – Within 3 months of joining the MOD. Required every 3 years  <b><u>BASIC</u></b>
Safeguarding	Civil Service Learning or DLE: Safeguarding Children and Adults - Product code: SCA001	New Entrants – Within 3 months of joining the MOD. Refresh Annually.  <b><u>BASIC</u></b>
Military Appraisal Writing for Civilian Reporting Officers	Civil Service or DLE: Military Appraisal Writing for Civilian Reporting Officers (MAWCRO)	Civilian line managers new to managing military personnel.  <b><u>BASIC</u></b>

	<b>COURSE REFERENCE</b>	<b>SKILL LEVEL (ADV/INT/BASIC)</b>
Responsible for Information	Civil Service or DLE: Responsible for Information – Information Asset Owners (code: RFI_IAO)	New Entrants – Within 3 months of joining the MOD. Required every 3 years
Establishment Security Officers course at DIS Chicksands	Physical Course at DIS Chicksand – booked directly.	<b>INT</b>
Equality and Diversity for Line Managers	Civil Service or DLE: Diversity and Inclusion – Product code: DI20	New Entrants – Within 3 months of joining the MOD. Refresh Annually.  <b>BASIC</b>
Fire Safety	Civil Service or DLE:	New Entrants – Within 3 months of joining the MOD. Refresh Annually.  <b>BASIC</b>
Unconscious Bias	DLE	New Entrants – Within 3 months of joining the MOD. Refresh Annually.  <b>BASIC</b>
Display Screen Equipment	Civil Service or DLE:	New Entrants – Within 3 months of joining the MOD. Refresh Annually.  <b>BASIC</b>
Divisional Officers Course at HMS Collingwood	Physical Course at HMS Collingwood – Booked directly.	<b>INT</b>
Line Managing in Defence (LMID) Course	Civil Service or DLE:	<b>BASIC</b>

## **Part 2: Key Change Objectives**

(To be agreed between employee and Line Manager annually or on taking up the post)

1. During the next 12 months, the post holder is to direct his efforts to achieve his primary and secondary purposes, with the following specific targets:

a.

Signature of Job Holder

Signature of Line Manager

Date:

Date: