Issue Date:

Review Date:

TERMS OF REFERENCE FOR

Post Holder: OR4 RN FTRS HC

Full Title: STONEHOUSE JOINT OPERATIONS CENTRE ENGINEERING TECHNICIAN

Short Title: SJOC – ET(CIS) OR4

Part 1: Job Summary

PREAMBLE

PURPOSES

1.   Primary Purpose. Set-up, operate and maintain CIS kit in the SJOC, providing services to HQCF staff as required, and supporting and supervising subordinates.

2.   Secondary Purposes. On call for SJOC bookings as required.

ACCOUNTABILITY

3.   Accountable to OC Comms Sqn through the chain of command.
4.   1RO will be 2IC Comms Sqn, 2RO will be OC Comms Sqn.

AUTHORITY

5.

TASKS

6.   The post holder is to carry out the following tasks:

a.   In order to achieve and maintain communications, apply personal skills, knowledge, supervision and leadership to the required standard.
b.   Deputise for the Commcen Supervisor as required.
c.   To use correct procedures and protocols for the designated communications system. To include the setting up, operating and maintaining of CIS kit.
d.   Maintain correct COMSEC and codes. Correctly account for and control all cryptographic material within the detachment.
e.   Give instruction; Apply Health and Safety rules and first aid in the communications environment.
f.   Account for and maintain signals stores on charge.
g.   Supervise and develop subordinates.

ESTABLISHMENT DUTIES

7.   The post holder will carry out the following Establishment Duties:

a. Sqn working parties as required by the CoC.

COMPETENCIES

8.   The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)
NATO Secret	NSV Security|NATO Secret|Joint|No	N/A
SC	NSV Security|Security Check|Joint|No	N/A
RN LR	Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|	
RN LR CIS	WE|LET(WE) CIS Career (WE 213)|Navy	

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.

      b.

      c.

      d.

Signature of Job Holder   Signature of Line Manager

Date: Date: