

## TERMS OF REFERENCE - SERVICE PERSONNEL



**DEPARTMENT:** HQ 1Gp **BRANCH:** AET(Av) RN FTRS(LC)

**POST:** CAFHQ UOC Eng Sched2 **RANK/GRADE:** PO

**DATE LAST REVIEWED:** TBC **JPA NUMBER:** 2094276  
*(To be reviewed annually at start of new appraisal year)*

**LINE MANAGER JPA NUMBER:** 2098371

**COMBAT AIR COMMAND MISSION:** Excel on Ops; Prepare for high-end warfighting; Promote Global Britain and grow Combat Air aligned with ASTRA ambition.

**1Gp MISSION:** To understand, control, and exploit the battlespace in order to deliver battle-winning Combat Air Power.

**LFHQ:** To optimize the safe generation, operation and sustainment of Lightning Combat Air (CA) capability and contribute to HQ Op planning and execution.

**POSITION ROLE:** CAFHQ UOC Engineering Scheduling (Eng Sched) provides Continuing Airworthiness (CAw) management and control functions to the UK Lightning Military Continuing Airworthiness Manager (MilCAM).

### **POSITION RESPONSIBILITIES:**

The UOC Eng Sched2 is responsible to UOC A4 SO2, through UOC A4 SO3 Ops, UOC A4 FS and UOC Eng Sched1 for the following:

- a. UOC Eng Sched2 is responsible to the UOC Eng Sched Team through UOC Eng Sched1 for ensuring the efficient management and delivery of all Lightning Pt M Continuing Airworthiness (CAw) activities within the designated AoR. All CAw issues are to be immediately highlighted, through the Chain of Command (CoC) to Mil CAM and acted upon in a timely manner.
- b. In consultation with the EA, Fleet Planners, LPMC Tech Services, LPMC Eng Support and other stakeholders understand the “as-designed”, “as built” and “as maintained” standard for each LRIP and Block release of aircraft as they apply to UK Lightning.
- c. Support UOC Eng Sched1 for all Pt M Scheduling queries and undertake scenario planning as tasked by the UOC A4 SO2, UOC A4 SO3 Ops or UOC A4 FS.
- d. Maintain oversight of the Tactical and Strategic fleet planning picture to continually and proactively campaign maintenance packages in consultation with the Fleet Planners, LPMC Tech Services, LPMC Eng Spt and other stake holders.
- e. Drive opportunity and ad-hoc based maintenance and modification planning (including deferrals and LO) in concert with Force Priorities. Continually develop and have available accurate tail specific maintenance packages to maximise Force Fleet Availability. Provide these packages to the LPMC for endorsement prior to release.
- f. Develop an implementation strategy for each work package. Analyse and understand the Man Hours Usage, Logistics, Contractor Field Team (CFT), SE availability, facility availability and aircraft location requirements and any associated capability impact. Provide this information to the LPMC.

- g. In conjunction with the LPMC and Fleet Planning, undertake the investigation, analysis and intelligent tasking of Pt M Scheduling activities to the UK Lightning Military Maintenance Organisation (MMO) and Approved Maintenance Organisations (AMOs). Understand A3 requirements and the impact of potential AOG events to inform wider Pt M decision making.
- h. In conjunction with the LPMC and Fleet Planning, track agreed CFT, Depot and Unit level Work Packages to ensure the completion of all tasked elements to meet Mil CAM requirements. Advise the LPMC of any activities which cannot be satisfied and offer advice on the implications.
- i. Provide upward reporting and Pt M input to the Tactical and Strategic fleet plans and Statement of Work (SoW) or Maintenance Request Package (MRP) generation. Assess the proposed maintenance package to ensure it delivers the required safety, capability and reliability improvements.
- j. Gather relevant evidence and undertake trending to determine missed maintenance opportunities, support any applicable reliability programme and propose amendments and additions to the Maintenance Schedule to the TAA. Advise the LPMC of any impact and offer advice on the implications.
- k. Provide weekly reports to the LPMC to assure the Duty Holder chain that all Modifications, Repairs and Technical Directives are carried out efficiently and in a timely manner to an approved UK standard.
- l. Provide reports on UK Lightning fleet status to the LPMC for Continuing Airworthiness Review Meetings (CARMs) and Continuing Airworthiness Management Meetings (CAMMs).
- m. Create, retain and manage role associated electronic CAW and auditable records.
- n. When requested by UOC A4 management, provide Duty OOH Cover to support Lightning Force CAW needs.
- o. Carry out the duties of UOC Eng Sched1 in times of absence, ensuring that their ToRs are satisfied.

### **Authority.**

The UOC Eng Sched2 discharges their responsibility with the full authority of LFHQ for force wide prioritisation. However, should the situation arise where an officer's specific authority or guidance is required to resolve a problem, advice is to be sought in the first instance from UOC SO3 Ops and then in the following priority,

1. UOC A4 SO2
2. Lightning A4 SO1 Eng
3. Principal Engineer
4. The appropriate SEngO or Ground Sqn Cdr.

### **ADDITIONAL RESPONSIBILITIES:**

Fitness: Maintain fitness in accordance with RAFFT.

Common Core Skills: Maintain MOD1 with currency.

Deployment Readiness: Maintain required currency.

### **COMPETENCES/TRAINING REQUIRED FOR THE POST**

**Essential:** On/Off-aircraft experience, Ltng Eng Managers' Course.

**Desirable:** Ltng Programme experience, Fast jet experience, previous employment in a CAw or CAMO environment.

### **OTHER COMPETENCES/TRAINING REQUIRED FOR THE POST**

**IT Training:** ALIS, ASIMS, NAMMS, MODNET, STARS.

**Licenses:**

**Membership:**

**Qualifications:**

### **COMPETENCES ACQUIRED IN POST:**

### **TRAINING COURSES FOR POST AND/OR GRADE:**

**Mandatory:** CAMO Functional Training (TR75)

**Essential:** CAMO Regulatory Training (TT08)

**Desirable:** MAA003 Airworthiness of Mil Aircraft,

### **APPRAISAL REPORTING CHAIN:**

<b>1RO</b>	CAFHQ UOC Eng Sched1
<b>2RO</b>	CAFHQ UOC A4 FS
<b>3RO (IF REQUIRED)</b>	CAFHQ UOC A4 SO3 Ops

### **APPRAISAL RESPONSIBILITIES:**

1RO for: N/A

2RO for: N/A

### **DIVERSITY AND INCLUSION RESPONSIBILITIES:**

You are to value the contributions of all personnel, regardless of different backgrounds, and to challenge and deal swiftly and firmly with any form of intimidation, harassment, bullying or abuse.

### **HEALTH AND SAFETY RESPONSIBILITIES:**

Under the terms of the Health and Safety at Work Act 1974, you are responsible for taking reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions. You are to comply with all published safety regulations and conditions.

You are to ensure that any work being carried out is in accordance with current health and safety regulations and does not, so far as is reasonably practicable, expose any persons to risks to their health or safety, whether such persons be employed on the station, visiting on duty, or members of the public. You are to comply with all published environmental protection regulations and procedures in respect of areas and processes under your control.

**DATA PROTECTION:**

You are to ensure that the requirements of the Data Protection Act 1999 are strictly adhered to in accordance with the guidelines set by the Data Protection Officer.

**CODE OF SOCIAL CONDUCT:**

You are responsible for ensuring that your personal conduct complies fully with the Armed Forces/Civil Service Code of Social Conduct and, if necessary, seek specialist advice about the Code from the Equal Opportunities Advisor. Your actions or behaviour are not to impact on the efficiency or operational effectiveness of the Service.

**SIGNATURE (1RO):**

**NAME:**

**RANK/GRADE:**

CT

**POST:**

CAFHQ UOC Eng Sched1

**DATE:**

**DATE NEXT APPRAISAL/MID-PERIOD  
APPRAISAL REVIEW (MPAR) DUE:**

MPAR:

Date:

Annual due:

Date:

I acknowledge receipt of and understand the above Terms of Reference.

**POST HOLDER'S SIGNATURE:**

**NAME:**

**RANK/GRADE:** PO

**DATE:**