

Terms of Reference - Recruitment and Attraction SO3 Exec Coord

Post Title	R&A SO3 Exec Coord	Rank Range	OR8 to OF2
JPAN	NAVY RA SO3 EXEC COORD 2178675	Location	Jago Road, HMNB Portsmouth

Preamble

1. **Primary.** SO3 Exec Coord is a OR8 to OF2 rank ranged position. The incumbent will work to R&A COS in support of day-to-day Exec operations. The role will primarily comprise oversight and engagement with Navy Safety and Security authorities to ensure compliance with current policy and practices and supporting N1 tasking. In addition, SO2 Exec Coord is to support R&A COS is.
 - a. Support R&A Headquarters day-to-day operations within Portsmouth Naval Base. Specifically, N1, Communications and HQ Admin.
 - b. Coordinate response to People Ops trawls, shortlisting candidates and producing accurate and timely PSRs to best assure against impact through loss of key personnel.
 - c. Be the Deputy Organisation Safety Representative. Lead on related policy matters, safety communications, assurance of Safety practices and documentation and ownership of a pan R&A Safety Risk Register. Attend working groups as directed by COS.
 - d. Support, and stand-in as needed, the USO. Lead on related policy matters, security communications, assurance of Security practices and documentation and ownership of a pan R&A Security Risk Register. Attend working groups as directed by COS.
 - f. Support COS with the coordination of R&A HQ Battle Rhythm, the task tracker, Risk and Lessons profile as required and represent at key meetings where required.
 - g. Be a member of the Portsmouth Naval Base Duty Roster.
3. **Organisation.** SO3 Exec Coord works collaboratively with the wider Exec team in support of pan R&A activities.
4. **Reporting.** SO3 Exec Coord is directly accountable to COS. Reporting responsibilities are as follows:
 - a. 1RO is SO2 Proj; 2RO is COS.
 - b. Future LM responsibilities may be added subject to possible changes within Exec Team construct.
5. **Authority.** SO3 Exec Coord is authorised to:
 - a. Liaise directly with other directorates, MoD departments, FLCs, OGD and organisations as required.
 - b. Engage, and where necessary, direct activity from personnel across the R&A Organisation in direct response to higher-level authority.
 - c. Represent COS, as directed, at appropriate meetings.
6. **Tasks.** SO3 Exec Coord has the following tasks on behalf of Hd R&A:
 - a. Support the COS with drafting reports and returns related to above primary and secondary activities.
 - b. Attend and support internal meetings. ie: Safety / Security committees, Team and Diary Meeting.

- c. Attend and support external routine meetings. ie: as NCHQ and PNB Safety & Security.

7. **Competences.** SO3 Exec Coord is a Rank-Ranged (OR8 to OF2) CAPPS appointment with the following essential and highly desirable competencies:

Essential

- a. Divisional Officer Qualified.

Desirable

- b. Health and Safety (H&S). Experienced / Knowledgeable in broader H&S policy, activities necessary to support R&A organisation.
- c. Security. Experienced / Knowledgeable in broader Security policy, activities necessary to support R&A organisation.
- d. Diversity & Inclusion. Experienced / Knowledgeable in broader D&I policy, activities necessary to support R&A organisation.

Signed:

Name: Cdr C A O'Reilly
R&A Chief of Staff
Date: 11 Nov 22

Signed:

Name: Capt S Pearmain
Hd R&A
Date: 11 Nov 22