

Issue Date: 20230119

Review Date:

TERMS OF REFERENCE FOR

Post Holder:

Full Title: 30 Cdo Log Sqn HQ Mne (Base Support)

Short Title: Base Support Mne

Part 1: Job Summary

PREAMBLE

PURPOSES

Primary Purpose. To support the Prov Sgt in the maintenance of good order, security, military standards, and discipline throughout the establishment in accordance with Unit standing orders.

Secondary Purposes. To provide deputy building manager support and unit-wide fire extinguisher maintenance.

ACCOUNTABILITY

1. Accountable to OC Log Sqn via the Base Support Officer.
2. 1RO will be Base Support Officer. 2RO will be OC Log Sqn.

AUTHORITY

- 1.

TASKS

2. The post holder is to carry out the following tasks:
 - a. Maintain order and military discipline in accordance with Unit Standing Orders.
 - b. Act as the Deputy Building Manager for Base Sp Tp and the Education Centre.
 - c. Carry out fire extinguisher inspections and maintenance.
 - d. Maintain security by Conducting systematic checks and test camp procedure
 - e. Enforce establishment traffic and parking regulations.
 - f. Coordinate and organise the Buffers party to carry out necessary tasks.
 - g. BPT support RLS to UK resilience Ops at best effort.
 - h. Any other firm base related tasks as requested by the Base Support Officer.

ESTABLISHMENT DUTIES

3. The post holder will carry out the following Establishment Duties:
 - a.

COMPETENCIES

4. The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)

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: