**HMNB CLYDE - TERMS OF REFERENCE & RESPONSIBILITIES**

*Proposed changes to these TORRs will only become effective when the appropriate approval process is complete – staff must consult with their Departmental Business Manager prior to amending*

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| **Section 1 - Job Information** |
| Job information |
| Job Title | SFS Technical Staff Coordinator (TSC) |
| Grade / Rank | PO E(SM) [Will consider GS and X/L candidates]. |
| HRMS Position No. |  | JPA No. | Use JPAN 1986589 (OR6 MESM Secondee role) as donor |
| Job Code(s) |  |
| Organisation Structure |
| Director | SFS |
| Department | SFS |
| Line Manager Job Title | SFS HR Manager (Manpower Manager) |
| Line Manager HRMS Position No. |  | JPA No. | 2028664 |
| Countersigning Officer Job Title | Authorised Operations Manager (AOM) SO2 |
| Countersigning Officer Position No. |  | JPA No. | 1766586 |
| Line Management Responsibilities | Job Title | Position Number | Grade Rank |
|  |  | HRMS | JPA |  |
| *List details of all direct reports* | SFS Technical Administrator |  | To be setup | OR4 |
| CSO Responsibilities*List number and grade of staff postholder has CSO responsibility for* |  |
| Baseline | NW | NP | NERO | WOME | WIH | IC |
|  |[ ] [ ] [ ] [ ] [ ] [ ]
| Training Requirement Plan | NTRP | WTRP |
|  |[ ] [ ]
| Approved PCL Level | Choose an item. |

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| **Section 2 - Job Purpose** |
| *Briefly describe the job, highlighting key responsibilities and outputs.* |
| The TSC is to co-ordinate the employment of RN seconded staff within Babcock. The TSC role will manage personnel database information between MOD/RN and Babcock HR systems and reporting of metrics relating to their utilisation across Babcock departments. Act as focal point for Babcock line managers on RN personnel issues, staff reporting and training, co-ordinating NBC travel budget requirements and provide administrative support to RN personnel. |

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| **Section 3 - Principal Tasks** |

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| *Describe the principal tasks undertaken by the post holder. For Baseline / PCL related tasking, include applicable functional competences and authorisation conditions at the end of each task.* |

| Tasking related to Baseline / PCL |
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| 1. 1. Co-ordinate the employment of RN personnel across Babcock departments, liaising with Babcock line managers over assignment of individuals, priorities for manning of positions and allocation of temporary, additional resources to sections.

a. Manage RN personnel database information and process for reconciliation between JPA/HRMS and IFS/HR Charter to ensure an accurate record of RN staff is maintained.b. Liaise with the MACCO and naval career managers over formal JPA assignments of personnel into RN position within Babcock and NBC Waterfront Engineering.c. Liaise with the HMNB Clyde Augmentation Cell over provision of RN staff to support extraneous military duties and agree priorities on behalf of the Waterfront Directorate.d. Collate monthly reports of temporary employed personnel provided to Babcock sections and allocate additional Senior Rate resource depending on skill set and requirements.1. 2. Act as the focal point for Babcock managers and RN divisional officers for the employment of RN personnel within Babcock, obtaining advice and providing support for HR and personnel issues, reporting requirements and overall organisational / divisional structures.

a. Co-ordinate the completion of RN staff reports through JPA to ensure timely completion for RN personnel leaving Babcock / SFS billets and to meet annual reporting dates.b. Collating records of leave, training and resettlement activities for RN personnel.3. Provide monthly summaries and ad hoc reports on request to reconcile the actual availability of RN staff to Babcock using IFS and timesheet information, including statistics for expected headcount, utilisation and TOIL and achieved manning levels against leave, military duties, training and resettlement activities.4. Collate the expenditure and forecast spends against MOD annual travel budget for RN personnel in Babcock / SFS and assist in the booking of cost-effective travel arrangements in support of military duties, RN training or resettlement activities on behalf of MOD Budget Manager:a. Travel requests are to be checked in accordance with current regulations prior to approval/signature.b. An accurate account of travel expenditure is to be maintained, including subsistence costs incurred through JPA for travel on behalf of Babcock.5. Assist the RN HR Manager (Manpower Manager) in maintaining the RN Establishment Lists for Babcock and SFM positions, including running JPA enquiries on position information and collation roles and responsibilities / Job Descriptions and training competence requirements.6. Act as JPA Unit HR Administrator and Unit Establishment Administrator.7. Act as the Local Security Officer for MODNET SharePoint Site administrator and Document Security Officer (DocSyO) for SFS, supporting the Establishment Unit Security Officer (EUSyO) as required.8. Manage IT, office machinery and stationery requirements on behalf of Waterfront Directorate personnel and co-ordinate the local office environment for Rooms 305 – 312 in Cochrane Building. |
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| Tasking not related to Baseline / PCL |
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| The post holder will undertake other reasonable tasks identified by the line manager. |

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| **Section 4 – Authority and Accountabilities** |

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| *Describe the scope of the post holder’s authority and what they are accountable for, and to whom.* |

| Authority |
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| TSC is authorised to:a. Sign letters on behalf of NBC and SFS on policy issues as aligned with instructions defined by the line manager and CSCM.b. Liaise with Naval, MOD, and authorised Prime Contracting authorities on matters concerning the delivery of waterfront support and operation of the Site (the office infrastructure).c. Liaise with Navy Command staff and MOD Civilian Management on matters pertaining to the assignment and careers of related RN personnel as defined by the line manager. |

| Accountable for | Accountable to |
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| **Section 5 - Behaviours and competences** |

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| *List the behaviours and functional competences essential or desirable to the job.* |

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| Essential behaviours |
| Leadership |
| Making Effective Decisions |
| Changing and Improving |
| Working Together |
| Delivering at Pace |
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| Desirable behaviours |
| Managing a Quality Service |
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| Essential functional competences |
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| Competence | Description | Level |
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| Desirable functional competences |
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| Competence | Description | Level |
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| **Section 6 – Training, Qualifications, Licences and Professional Memberships** |

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| *List the training, qualifications, licences and professional memberships essential or desirable to the job. Include functional and approved SQEP training requirements.* |

| Essential Training |
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| Submarine SSN/SSBN Senior Rating (ESM preferred - will consider equivalent experience in other branches, including GS, by exception) |
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| Desirable Training |
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| PRINCE2 Foundation & Practitioner |
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| **Section 7 – Additional Post Requirements** |

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| *List any additional requirements or experience needed to fully discharge the duties of the post**e.g. medical, driving licence* |

| Essential |
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| Nil |

| Desirable |
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| RN Submarine experienceKnowledge of JPA, IFS, BMS systems |

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| **Section 8 – Security Requirements** |

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| *Post holder must be familiar with, and adhere to, all security instructions* |
| Required security clearance level | Security Check | [x]  |
|  | Developed Vetting | [ ]  |
| Reserved Post |[ ]
| Post holder will require access to the following nuclear information: |
| NNPPI |[ ]  ATOMIC |[ ]  PSA |[ ]

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| **Section 9 – Standing Statements** |

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| **Health and Safety**All HMNB Clyde staff must be familiar with, and adhere to, Establishment Health & Safety and Environmental Protection regulations and procedures and complete all relevant mandatory training |
| **Equality and Diversity**All HMNB Clyde staff must be familiar with, and adhere to, MOD Equality and Diversity policies and complete all relevant mandatory training. All staff must be treated with respect and be able to work in an environment which promotes inclusion and dignity. |
| **Learning and Development**All HMNB Clyde staff are responsible for ensuring their training needs are identified, are agreed with their line manager and reviewed throughout the year. |
| **Review**All posts should be regarded as flexible and therefore subject to change to meet business needs and priorities. As a minimum, posts and tasks should be reviewed as part of the mid-year and end of year reporting cycles. |

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| **Section 10 – Agreement** |

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| Job holder |
| Name | To be nominated |
| Signature |  | Date |  |
| Line manager |
| Name | Cdr James Brown RN |
| Signature | Electronic | Date | 16 Aug 21 |
| NTQSC endorsement of nuclear training and competence requirements |
| NTQSC Ref |  | Date |  |

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| **Section 11 – Record of changes to TORRs** |

| Version | OCP Ref(If applicable) | Comments | Date |
| --- | --- | --- | --- |
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