

## **TERMS OF REFERENCE FOR SO3 RMR WFPT**

### **PREAMBLE**

1. The Commander Maritime Reserves (CMR) commands the Royal Naval and Royal Marines Reserves, known collectively as the Maritime Reserves (MR).
2. The purpose of the MR as set out in the Command Plan is to provide sufficient, capable and motivated personnel, at readiness, to reinforce Regular Forces.
3. The function of the MR HQ is to set and shape the conditions by which the MR are able to generate and maintain capability at readiness support of the Naval Service.

### **PURPOSE**

4. Primary Purpose. To support Branch Manager Royal Marines in the efficient and sustainable provision of training for the Royal Marines Reserve, with emphasis on Training Requirements (Design) and SOTR setting.
5. Secondary Purpose: To fulfil role as RMR subject matter expert and lead desk officer in the identification, development and provision of guidance in support of future RMR training requirements (and policy), providing support to the TDA.

### **ACCOUNTABILITY**

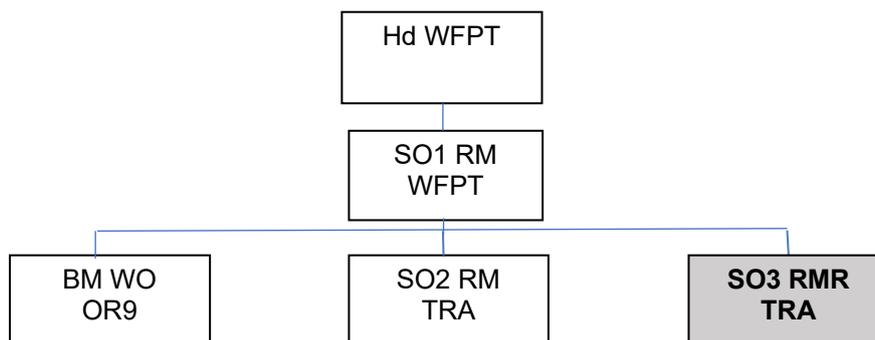
6. As follows:
  - a. SO3 RMR WFPT is accountable to SO1 RM WFPT.
  - b. SO1 RM WFPT is 1RO, Hd WFPT is 2RO.

### **AUTHORITY**

7. SO3 RMR WFPT is authorised to sign routine correspondence, attend meetings and liaise with all relevant authorities in the conduct of their assigned duties and draft CMRTMs relating to RMR Training Requirements.

### **ORGANISATION**

8. The organisation is as per the following:



## PRINCIPAL TASKS

9. As follows:
  - a. Lead the development and implementation of effective RMR related training requirements.
  - b. Support TRA TL as the RMR TRA in terms of function (training content/ design) and working with future projects to accept the output of Training Needs Analysis work.
  - c. Support the development and implementation of Personnel and Training policy.
  - d. Act as a member of RMR Other Ranks Promotion /Extended Career boards as requested by DACOS Proms.
  - e. To represent TRA TL and other team members at meetings and working groups as directed.
  - f. Deputise for RM SO2 TRA on wider TRA portfolio activity.
  - g. Maintain a common operating picture across all RMR Individual Training activity, ensuring JSP 822 shortfalls are highlighted to RM WFPT SO1.

## COMPETENCIES

10. The post holder is to be:
  - a. OR 8-OF 2 RM/RMR or RN/RNR TM with suitable experience within RM/RMR.
  - b. Previously employed in a training / training management & support role.
11. In addition the post holder requires the following specific competencies:
  - a. IT Skills – MoDNet/Dii/Information Matters/MS Office
  - b. Information Management Passport
  - c. SC Security Clearance (**Essential**)

## COMMITTEES

12. The post holder attends the following Committees and Groups:
  - a. RM/RMR TCWGs and CEBs

Signature of Job Holder

Signature of Line Manager/  
Authorising Officer

Date:

Date: