

## TERMS OF REFERENCE – R&A SENIOR RECRUITMENT OFFICER (SRO)

Issued: Nov 22

Review: May 23

TERMS OF REFERENCE	
<b>POST DETAILS</b>	
<b>Post Title</b>	Recruitment & Attraction Senior Recruitment Officer
<b>Rank/Rate</b>	OF3
<b>Location</b>	
<b>PID/JPA Number</b>	
<b>Line Manager PID/JPA Number</b>	CO RF
<b>2RO PID/JPA Number</b>	Hd R&A
<b>Working Pattern (FT/PT/Alternative)/hours</b>	FT
<b>Security Clearance Required</b>	SC

### Scope

1. The SRO is a Recruiting Force (RF) senior officer who manages an assigned Recruiting Area. Within this Recruiting Area the SRO is responsible for the strategic management for the Area; contributing towards the achievement of the annual national recruiting requirements. Regular travel will be required to the AFCOs and Recruitment & Attraction (R&A) HQ.

### Responsibilities

2. To oversee the Officer and Rating/RMOR recruiting business generation and processing in his/her recruiting area so that the Royal Navy recruiting needs and targets are met.

3. To act as Divisional Officer/Reporting Officer for nominated personnel in their Recruiting Area who are on, or additional to, Hd R&A Scheme of Complement.

4. Act as the Divisional Officer/First Reporting Officer for the RO employed in their recruiting area, 2RO for the RMs and 3RO to TMs, Area Co-ord, CAs, ACAs and Loan Ratings as required. Ensuring they maintain sufficient F2F engagement in line with JSP 757 to enable them to report accurately and with first-hand evidence.

5. Act as Counter Signing Officer for Administration Officers and Business Support Co-ordinators as appropriate.

6. Liaise with the appropriate RN Manning Authorities and Career Managers for the management of personnel within their designated area.

7. Act as the Checking Officer for all Area EPC cards.

8. Supervise compliance with the appropriate RN Regulations for the correct handling/disbursement of public monies and Travel Warrants.

9. Ensure the First Party Audit process is completed, and any reported deficits are managed appropriately.
10. As necessary, liaise with DIO, Army and RAF regarding Recruitment Hub and Satellite Office infrastructure issues within their Area, raising issues to R&A C2 Infrastructure when unable to resolve locally.
11. Ensure all staff within their Area remain in date for all mandatory training (including NCTs).
12. In conjunction with the RM ensure all complaints and appeals are processed in a timely manner, liaising with R&A HQ as appropriate.
13. Ensure Coaching and Mentoring is available for all staff to maximise their CPD.
14. Other tasks as directed by Hd R&A and the CO RF.
15. Within the recruiting area, direct the Officer and Rating recruiting process.
16. Set the local strategic plan for the RO to manage Officer and Other ranks recruiting Outreach events and activities. These activities are to be co-ordinated through the Area Co-ordinator and when required, in liaison with the Attract Teams and NRC staff.
17. **Business Generation.** Manage recruiting Area business generation initiatives. The initiatives may be generated nationally but delivered at the local level or generated within the Area.

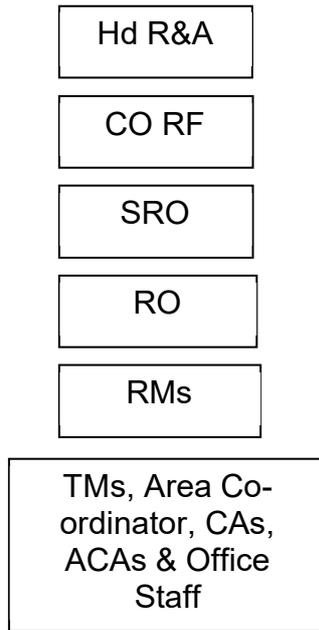
### **Accountability**

18. The SRO is accountable through the Commanding Officer Recruiting Force (CO RF), who is the First Reporting Officer, to Hd R&A who is the Second Reporting Officer.

### **Authority**

19. The SRO is authorised to:
  - a. Exercise line authority over all RF personnel in their recruiting area.
  - b. Take decisions and sign correspondence at the appropriate level in support of their Primary and Secondary Purposes.
  - c. Maintain direct liaison with the NRC staff and with other SROs, R&A HQ staff and with Service and civilian authorities as appropriate.
  - d. To liaise with any internal or external body as necessary to achieve their primary and secondary purposes.

**ORGANISATION**



**COMMITTEES**

- 20. To represent the recruiting area at internal and external meetings as required.
- 21. To attend periodic meetings of the RF Senior Management Team, as directed by Hd R&A and the CO RF.

**COMPETENCIES**

- 22. The post holder is to be an OF3 (Lt Cdr RN/Maj RM).
- 23. In addition, the post holder must attend professional training by Hd R&A at the commencement of the appointment as detailed below:

Tasks	Skills/Competencies	Level		
		L	M	H
All	Microsoft Applications		Y	
	UK/EU Civilian Driving Licence		Y	
	Disclosure and Barring (DBS) Check		Y	
	RFM Course and visits to OAC, DTUS, R&A HQ and West Battery.			Y
	Visits to CTCRM, BRNC, HMS Raleigh and CPCs		Y	

Signature of Job Holder	Signature of Line Manager / Authorising Officer
Date:	Date: