

**LOCATION:** DSMarE

**UNIT:**HMS SULTAN

**POST:** ME L

**RANK/GRADE:** WO2 RN (OR8)

**DATE LAST REVIEWED:** Oct 2021

## **MEL WO2 – TERMS OF REFERENCE**

1. **Mission.** To train and educate competent and highly motivated engineers and technicians to the Royal Navy through the Defence School of Marine Engineering (DSMarE) and the Royal Navy Air Engineering and Survival School in order to enable a world class Navy through engineers able to deliver under fire.

2. **Primary Role.** Ensuring training delivery is provided at the correct standard and time to deliver the TAP.

### **Purpose**

3. **Primary Purpose.** To manage and deconflict training delivery of the Group, ensuring the training requirements set by the Training Requirements Authority (TRA) are achieved. Management of staff and training facilities to meet current training policies and ensure Group training course content is validated.

### **4. Secondary Purposes.**

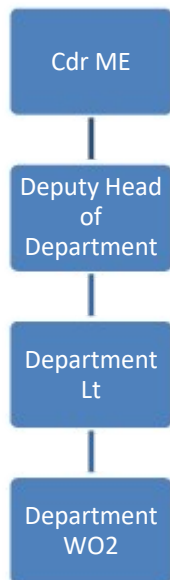
- a. In accordance with QRRN and BR3, act as Divisional Officer and 1st Reporting Officer to assigned personnel within the group, and 2nd Reporting Officer to all other ratings within the group as applicable.
- b. To act as Line Manager for RN personnel and Functional Manager for MoD civilian and contractor staff within the group.
- c. To fulfil the role of UMMS Manager, ensuring maintenance is conducted as dictated by the system schedule.
- d. To oversee defect repair and equipment availability within the group, assisting the equipment owners in generating OPDEFs and defect reports.
- e. To co-ordinate and control the group allocation of the travel and subsistence budget.
- f. Manage the generation of the Group's Risk Assessments and their review iaw current policy.
- g. Deputise for the Group Officer as required and represent the group over Training Delivery for the Group SE as delegated.
- h. To fulfil the role of Departmental Co-ordinator (DEPCO) for the Group.

## 5. Post Holders Tasks/Responsibilities

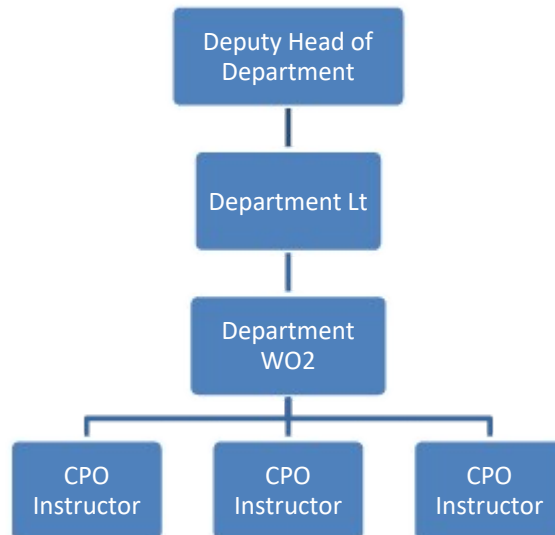
Serial No	Principle Tasks and Responsibilities	Estimated % time
1	Manage the TAP in order to ensure training output is delivered and sustained, liaising with Training Planning where appropriate.	20
2	Oversee TAFMIS planning conducted by Training Planning for all Group training. Ensure that each course is correctly programmed under a competent instructor and that instructors are used to best effect.	20
3	Ensure training is delivered IAW LSPECs and through liaison with the Group TO, ensure the content is current and relevant.	5
4	Manage Group manpower ensuring that personnel have the correct competencies. Liaise with MEGS SE to manage manpower gaps and generate PE OPDEFs/ PERREQs where appropriate.	20
5	Ensure all SE, OP and Non-OP Maintenance is conducted iaw UMMs and generate concession requests where applicable.	5
6	Manage equipment defects and raise OPDEFs as required.	5
7	Ensure that examination questions are compiled and marked in accordance with the appropriate ASpec and that examination results are submitted to the Examination Cell iaw DSMARE policy.	2.5
8	Ensure all training feedback (S3018s) is captured, investigated and actioned as required.	2.5
9	Ensure SMEs capture all relevant S2022a and that they are distributed throughout the group as appropriate.	2.5
10	Be responsible for ensuring a Group reading pack is kept with relevant: DINs, COTMs, XTMs, VISITEMs, SPORTEMs and S2022a included.	2.5
11	To be the Group Budget Controller, signing LVPOs and Budget Control Forms.	2.5
12	To deputise for the Group Officer for routine training delivery tasks and when representing the Group over future training matters.	2.5
13	To assist the Group SE in the management of health and safety iaw policy.	5
14	To act as the DTS iaw JSP 822.	2.5
15	To maintain JPA course completion records.	2.5

6. **Line Management Responsibility.** To act as Line Manager to all RN personnel and Functional manager for MoD civilian and contractor staff within the group.

**Fuctional Family Tree**



**Divisional Family Tree**



7. **Accountability & Reporting Chain.** The Group WO2 is:

- a. Functionally accountable to the Group TO and the Group SE for all section training matters.
- b. Divisionally accountable to the Group TO.

8. **Additional Responsibilities.**

a. **Equality and Diversity.** You are responsible for ensuring that your personal conduct is in accordance with the terms of The Equality Act 2010 (EA 2010) and Public Sector Equality Duty (PSED). In particular you are to ensure that:

- i. Your behaviour and personal conduct are exemplary and that you treat all your colleagues with fairness, decency and respect.
- ii. The use of racist or sexist language or the use of inappropriate nicknames ceases.
- iii. You foster an environment where personnel feel able to register a complaint.
- iv. Any complaints are investigated swiftly and sensitively.

b. **Health and Safety.** In general terms, under the Health & Safety at Work Act 1974 (the Act), you are responsible for taking reasonable care for the health, safety and welfare of yourself and others who may be affected by your acts or omissions. You are to comply with the requirements set out in the MOD Health and Safety Manual (JSP 375) and all other applicable associated MOD published safety regulations, procedures and conditions.

i. Employers/Line Managers are to note that under the Act, employers have a duty to look at the design and construction of their facilities and the conduct of their undertakings as a whole, to ensure that the safety of their employees and that of others associated with their undertakings and of the general public is not adversely affected by their activities (Sections 2,3 and 4 of the Act).

ii. All Employees are to note that they have a duty to take reasonable care to avoid injury to themselves and to others in meeting their statutory requirements (section 7 of the Act). Also, they may not interfere with or misuse anything provided in compliance with the Act, to protect their health, safety or welfare (section 8 of the Act).

c. **Resilience & Business Continuity (R&BC).** Your R&BC staff priority is RED. You must ensure that you are aware of your responsibilities and response actions that you should take on initiation of the Business Continuity Plan.

9. The Group WO2 has the authority as detailed below:

- a. Line authority over Group RN personnel.
- b. Functional authority over MOD and Babcock personnel.
- c. Deputise for Group TO as required.

10. **Skills and knowledge profile.**

Core Competencies	Required background, experience and attributes
Essential	DO Course, WO2 Career Course, UMMS Managers Course Departmental Safety Rep Course DTS Course
Highly Desirable	Risk Assessors Course, DSAT Managers Course
Desirable	Project Managers Course (P3M) IEng
Functional Competencies	
Essential	
Desirable	

11. **Training and development.**

Training/Development Course	Essential (E) Desirable (D)	Target Date
Information Management Passport	E	
Protecting Information Level 1	E	

12. **Appraisal.**

- a. Date of next OJAR/SJAR/PAR:

**Acknowledgement:**

I acknowledge receipt and understand the above Terms of Reference.

Name:

Rank:

Post:

Date:

**Approved:**

Name:

Rank:

Post:

Date: