

Issue date: Mar 22  
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## **TERMS OF REFERENCE FOR THE WORKFORCE PLANNING AND TALENT RESERVES<sup>1</sup> WARRANT OFFICER (WFPT RES WO)**

### **PREAMBLE**

1. As the WFPT RES WO, the post holder is responsible for the development, co-ordination and application of manpower strategies and policies; their management across the Royal Navy; and their coherence with Defence manpower strategies.
2. These functions are derived from the Principal Personnel Officer's Strategic Intent and Royal Navy policies for:
  - a. Force Development of uniformed Reserve Service personnel to man the Royal Navy.
  - b. The generation of sufficient, capable and motivated uniformed personnel.
  - c. The generation and maintenance of sustainable manning structures.
3. The post holder is to assist WFPT RES SO2 across the spectrum of Workforce Planning and Talent Management (WFPT) and other Human Resources (HR) issues for ratings within the Reserves. This covers all Professions and Disciplines of the following:
  - a. Royal Naval Reserve (RNR).
  - b. Full Time Reserve Service (FTRS), Additional Duties Commitments (ADC) and Voluntary ex-Regular Reserves (VeRRs).
  - c. Royal Navy Careers Service (RNCS).
  - d. University Royal Naval Units (URNU).
  - e. Defence Technical Undergraduate Scheme (DTUS).

### **PURPOSES**

4. **Primary Purpose:** To assist WFPT RES SO2 in the development, implementation, maintenance and monitoring of plans and policies for the management of ratings in the Reserves. This is to ensure that suitably qualified personnel of the required professional standards are available to meet the sea and shore requirements of the Royal Navy within allocated resources.

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<sup>1</sup> \*Royal Navy Reserves (RNR), Full Time Reserves Service (FTRS), Additional Duties Commitments (ADC), Volunteer ex-Regular Reserves (VeRRs), Royal Navy Careers Service (RNCS), University Royal Naval Units (URNU) and Defence Technical Undergraduate Scheme (DTUS)

5. Secondary Purposes:

- a. To support WFPT RES SO2 in personnel casework.
- b. To assist WFPT RES SO2 in the management of:
  - i) Reserve ratings.
  - ii) Reserves ratings general and training policy.
  - iii) Navy Board Personnel Change Programme (NBPCP) issues.
  - iv) JPA Data Maintenance and Cleansing.
- c. To interface regularly with Reserve Units, Disciplines and/or Professions in order to ensure Reserve general and training policy is adhered to - and to gather feedback on all areas of Reserves Disciplines business.
- d. To act as the Reserves Competency Controller.
- e. To act as the manager for FTRS, ADC, VeRR and RNCS commitment renewals, including the carding of related establishment activity and the review of FTRS commitment levels when positions are being readvertised.

**ACCOUNTABILITY**

6. WFPT RES WO is:

- a. Accountable to WFPT RES SO2, who is the 1<sup>st</sup> Reporting Officer. The 2<sup>nd</sup> Reporting Officer is WFPT Hd, who will conduct Performance Appraisals.
- b. Functionally accountable to Deputy Command Secretary for input to Ministerial Submissions.

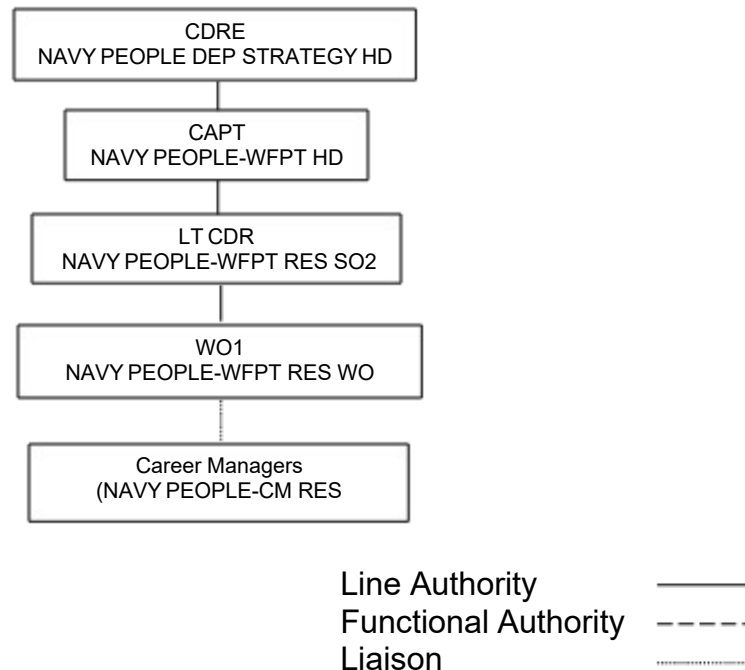
**AUTHORITY**

7. WFPT RES WO is authorised to:

- a. Represent WFPT RES SO2 on appropriate occasions and for specified purposes.
- b. Take decisions for - and sign correspondence on behalf of - WFPT RES SO2, in support of his Primary and Secondary Purposes.
- c. Liaise directly with other MoD and Service authorities at the appropriate level.

## ORGANISATION

8. The following outlines the RNR branch management organisational hierarchy.



## TASKS

9. To assist in the development of the NBPCP.
10. To assist in the identification of the reasons behind Strength/Liability imbalances and future threats to structural sustainability - and to assist in determining options for corrective action.
11. To provide specialist advice to pan-Service middle management, Divisional Officers, line managers, supervisors and individual ratings on Reserve rating manning matters, including recruitment, structures, professional standards, career planning, advancement/promotion, retention, re-engagement, extensions of service, re-entry and release.
12. To provide staffing assistance for Reserves rating casework.
13. To routinely liaise with all owners of reserve tied positions in order to:
  - a. Discuss Quarterbill, Unit Establishment List and position competency issues proposing and implementing changes as required.
  - b. Gain evidence on perceived trends in manning.
  - c. Discuss training requirements.
14. To assist in the definition of the Reserve manning requirements of new capabilities, ships or equipment.
15. To assist in the co-ordination of Reserve rating issues to ensure consistency between

## Disciplines and Professions.

16. To advise on nominated general service Reserve ratings in respect to policy and training.
17. To assist in the co-ordination of Reserve ratings general policy, training issues and NBPCP implementation.
18. To assist in monitoring and proposing changes to Reserve Establishment Lists.
19. To monitor monthly JPA data produced by PPLANs for errors, correcting or forwarding for correction as required.
20. To advise and assist on all Reserve personnel matters affecting career structure, promotion and advancement to include MAuN calculations (Promotions and ES), future Workforce Requirement changes and DS(N) modelling inputs and results.
21. To monitor the Role Performance Statements of Reserves, with particular regard to On Job Training, progression to CPQ and advancement, proposing changes as required to the employment and training of Reserve ratings.
21. To propose changes to the Reserves Training Matrices.
22. To propose changes to BR3 – Naval Personnel Management and JSP754 – Tri-Service Pay Regulations.
23. To provide awareness of Reserves management matters by briefing Junior Officers and key Senior Ratings.
24. As required, to sit on or monitor Reserve Leading Hand and Petty Officer Selection Boards.
25. To assist in populating the annual Statement of Training Requirement (SOTR).
26. To submit in year and next year changes to training requirement to FOAP.
27. As required, assist HRTSG in Training Needs Analysis (TNA) and External Validation (EXVAL) process.

## Experience, Competencies and Skills

28. The following experience, competencies and skills are required to fulfil the role of WFPT RES WO.

- a. The following experience is required:
  1. A Warrant Officer Class 1 of any branch.
  2. A second stage career HR specialist.
- b. The following competencies are **Essential**:
  1. Management|Divisional Officer (RNLA 106)|Navy|

2. Management|Warrant Officers Staff Course (RNLA 111)|Navy|
- c. The following skills are required:
1. A comprehensive knowledge of Microsoft Office including word, excel, power point and outlook.
  2. A comprehensive knowledge of JPA and Establishment Administration.
  3. A comprehensive knowledge of MODNet.
- d. The following skills may be gained in post:
1. Complete the WFPT / Career Managers induction course.
  2. Complete Defence Systems Approach to Training (Manager) (DSAT(M)) course

## **COMMITTEES**

29. The WFPT RES WO1 may need to attend the following Committees and Groups including but not limited to:

- a. Training Capability Working Groups (TCWG).
- b. Training Policy Advisory Groups (TPAG), as required.
- c. Fleet Capability meetings as required (PLoD representative).
- d. Future Platform/Equipment meetings as required (PLoD representative).
- e. Selection Boards for LH and PO.
- f. RNR Course Change Working Group (CCWG).
- g. Equipment Training Needs Analysis (TNA).
- h. RNR Working Group.
- i. WFPT' coherence meetings.
- j. TMG meetings as required. (ExVal and OPS Input).
- k. SOTR input / alignment.
- l. Analysis (Navy) Modelling.
- m. Implementation of RNR Training Pipeline.

Signature of Job Holder

Signature of Line Manager/  
Authorising Officer

Date:

Date: