

## **TERMS OF REFERENCE - DIVISIONAL TRAINING CHIEF (DTC)**

### **PREAMBLE**

1. The role of the DTC at BRNC is challenging and hugely rewarding both professionally and personally. It requires judgement, resolution and compassion. At all times, and in all places, impressions are being formed, ethos and values are shaped and reinforced. DTCs, with the DTOs, are at the CO's centre of gravity and must provide an exemplary demonstration of Command, Leadership and Management (CLM); they are responsible for shaping future RN Officers and their standards will reflect in a generation of leaders.
2. The DTC must be flexible and adaptable, offering direction and guidance in a variety of circumstances and during exercises, on the river, Dartmoor, during Initial Sea Time (IST) and in the classroom. Self-assurance, initiative and judgement are required every day. In addition, they must be equally capable of dealing with welfare and Duty of Care issues of Officer Cadets (OCs) that range from school leavers to experienced Senior Ratings, Medical Officers and Chaplains. Every reporting competency will be exercised and opportunities for personal development abound, some of which is formally accredited by City and Guilds, Institute of Leadership and Management, RYA and other recognised bodies.

### **PURPOSES**

3. **Primary purpose**
  - a. On behalf of the Senior Training Officer (STO), develop personal qualities, standards, conduct, leadership and professional training of the Officer Cadets (OCs) in their charge.
  - b. To act as Divisional Training Chief for all OCs in their charge, including acting as their RO when required, whilst liaising with the DTO on any issues requiring closer oversight.
4. **Secondary purpose**
  - a. To act as Directing Staff IAW the College timetable and RNLA training programme.
  - b. BPT act as Deputy DTO.
  - c. Perform secondary roles as required by the College management, as agreed by the STO, CoS(T), Cdr(T) and The Cdr.

- d. Deliver DSAT compliant training iaw TORs for Defence Trainer set out in JSP 822 PT2, Ch 1, Sect 1.4.

## **ACCOUNTABILITY**

### **5. The DTC is Accountable to:**

- a. The STO for delivery of Roles and Responsibilities.
- b. Commander Training for functional accountability.

## **AUTHORITY**

### **6. Line Management Responsibility.**

- a. The DTC has authority over all OCs under their immediate charge and within Phase 1 Training.
- b. DTCs have functional authority over ADOs and Division Affiliates where appropriate.
- c. DTCs have authority to recommend compassionate and medical leave of absence, in consultation with the DTO, or in lieu of the DTO in extremis. Through consultation with the STO, CoS(T) and DCO / OOD, the DTCs are to ensure that the College Duty Executive organisation is informed of all medical and compassionate issues off-base and out of hours.

### **7. Liaison and Correspondence.**

- a. DTCs have authority to liaise as necessary, both internally and externally, on matters related to primary and secondary tasks.
- b. Authorised to liaise directly with MoD Departments, other Command Establishments and Naval Base Authorities on matters within purpose.

## **PRINCIPAL TASKS**

### **8. The DTC is to:**

- a. Act as Divisional Officer and RO when required for Officer Cadets (OCs) in their charge, exercising Duty of Care responsibility for their well-being.
- b. Lead by example to stimulate and inspire OCs and inculcate the Royal Navy Core Values.

## OFFICIAL

- c. Conduct Naval General Training and deliver specialist lessons in accordance with ISPECs and requirements of the SME.
- d. Monitor professional progress and initiate additional coaching and instruction as required, providing formal feedback to the DTO.
- e. Stimulate and inspire their Divisions, ensuring the well-being, overall professional development, personal standards and motivation of individuals. Encourage and monitor OCs' participation in games, sport and other recreation.
- f. Provide OCs with honest feedback on all aspects of their training at regular intervals, develop OCs personal qualities and standards and support leadership and professional training.
- g. Assist in the management of the IST embarkation and training programme, supervising and reporting on OCs as required.

### SECONDARY TASKS

- 9. The DTC is to:
  - a. Act as Directing Staff for leadership exercises including, but not limited to, the following:
    - i) Basic Leadership Development (BLD).
    - ii) Assessed Basic Leadership Exercise (ABLE).
    - iii) Maritime Leadership Development (MLD).
    - iv) Maritime Assessed Leadership (MARL).
  - b. To act as Officer of the Day (OOD) in accordance with the OOD roster and other Duty tasks as required by the College Management.
  - c. To act as Visits Liaison Officer (VLO) as directed.
  - d. To act as IST DTC if required by the IST SO2.
  - e. Instruct on High/Low Ropes as required.
  - f. Instruct MAROPS as required.
  - g. Support the Command function during Fast Cruise.

### COMPETENCIES

OFFICIAL

10. Inserted directly from from JPA.
  - a. Train the Trainer - Joint.
  - b. Level 2 First Aid - Navy (CBRNDC 23)

## STAFF TRAINING

11. The following training is deemed essential to fulfil the principal purpose and can be achieved once in post:
  - a. Completed the Defence Train the Trainer (DTTT) package and the Defence Instructional Techniques (DIT) course.
  - b. Level 2 First Aid (CBRNDC 23)
12. DTCs are to be in date for NCT, including but not limited to:
  - a. NCT Annual RNFT.
  - c. Weapon Handling Test.
  - d. AGR checks.
  - e. BSSC / ISSC.

Lt Cdr RN

STO

Date:

CPO

DTC

Date: