

## HMNB CLYDE - TERMS OF REFERENCE & RESPONSIBILITIES

Proposed changes to these TORRs will only become effective when the appropriate approval process is complete – staff must consult with their Departmental Business Manager prior to amending

Section 1 - Job Information						
Job information						
Job Title	SFS Technical Staff Coordinator (TSC)					
Grade / Rank	PO E(SM) [Will consider GS and X/L candidates]					
HRMS Position No.		JPA No.	Use JPAN 1986589 (OR6 MESM Secondee role) as donor			
Job Code(s)						
Organisation Structure						
Director	SFS					
Department	SFS					
Line Manager Job Title	SFS HR Manager (Manpower Manager)					
Line Manager HRMS Position No.		JPA No.	2028664			
Countersigning Officer Job Title	Authorised Operations Manager (AOM) SO2					
Countersigning Officer Position No.		JPA No.	1766586			
Line Management Responsibilities <i>List details of all direct reports</i>	Job Title		Position Number		Grade Rank	
	SFS Technical Administrator		HRMS	JPA	OR4	
				To be setup		
CSO Responsibilities <i>List number and grade of staff postholder has CSO responsibility for</i>						
Baseline	NW	NP	NERO	WOME	WIH	IC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Requirement Plan	NTRP			WTRP		
	<input type="checkbox"/>			<input type="checkbox"/>		
Approved PCL Level	Choose an item.					

## Section 2 - Job Purpose

*Briefly describe the job, highlighting key responsibilities and outputs.*

The TSC is to co-ordinate the employment of RN seconded staff within Babcock. The TSC role will manage personnel database information between MOD/RN and Babcock HR systems and reporting of metrics relating to their utilisation across Babcock departments. Act as focal point for Babcock line managers on RN personnel issues, staff reporting and training, co-ordinating NBC travel budget requirements and provide administrative support to RN personnel.

## Section 3 - Principal Tasks

*Describe the principal tasks undertaken by the post holder. For Baseline / PCL related tasking, include applicable functional competences and authorisation conditions at the end of each task.*

### Tasking related to Baseline / PCL

1. Co-ordinate the employment of RN personnel across Babcock departments, liaising with Babcock line managers over assignment of individuals, priorities for manning of positions and allocation of temporary, additional resources to sections.
  - a. Manage RN personnel database information and process for reconciliation between JPA/HRMS and IFS/HR Charter to ensure an accurate record of RN staff is maintained.
  - b. Liaise with the MACCO and naval career managers over formal JPA assignments of personnel into RN position within Babcock and NBC Waterfront Engineering.
  - c. Liaise with the HMNB Clyde Augmentation Cell over provision of RN staff to support extraneous military duties and agree priorities on behalf of the Waterfront Directorate.
  - d. Collate monthly reports of temporary employed personnel provided to Babcock sections and allocate additional Senior Rate resource depending on skill set and requirements.
2. Act as the focal point for Babcock managers and RN divisional officers for the employment of RN personnel within Babcock, obtaining advice and providing support for HR and personnel issues, reporting requirements and overall organisational / divisional structures.
  - a. Co-ordinate the completion of RN staff reports through JPA to ensure timely completion for RN personnel leaving Babcock / SFS billets and to meet annual reporting dates.
  - b. Collating records of leave, training and resettlement activities for RN personnel.
3. Provide monthly summaries and ad hoc reports on request to reconcile the actual availability of RN staff to Babcock using IFS and timesheet information, including statistics for expected headcount, utilisation and TOIL and achieved manning levels against leave, military duties, training and resettlement activities.
4. Collate the expenditure and forecast spends against MOD annual travel budget for RN personnel in Babcock / SFS and assist in the booking of cost-effective travel arrangements in support of military duties, RN training or resettlement activities on behalf of MOD Budget Manager:
  - a. Travel requests are to be checked in accordance with current regulations prior to approval/signature.
  - b. An accurate account of travel expenditure is to be maintained, including subsistence costs incurred through JPA for travel on behalf of Babcock.
5. Assist the RN HR Manager (Manpower Manager) in maintaining the RN Establishment Lists for Babcock and SFM positions, including running JPA enquiries on position information and collation roles and responsibilities / Job Descriptions and training competence requirements.
6. Act as JPA Unit HR Administrator and Unit Establishment Administrator.

**Tasking related to Baseline / PCL**

7. Act as the Local Security Officer for MODNET SharePoint Site administrator and Document Security Officer (DocSyO) for SFS, supporting the Establishment Unit Security Officer (EUSyO) as required.

8. Manage IT, office machinery and stationery requirements on behalf of Waterfront Directorate personnel and co-ordinate the local office environment for Rooms 305 – 312 in Cochrane Building.

**Tasking not related to Baseline / PCL**

The post holder will undertake other reasonable tasks identified by the line manager.

**Section 4 – Authority and Accountabilities**

*Describe the scope of the post holder's authority and what they are accountable for, and to whom.*

**Authority**

TSC is authorised to:

- a. Sign letters on behalf of NBC and SFS on policy issues as aligned with instructions defined by the line manager and CSCM.
- b. Liaise with Naval, MOD, and authorised Prime Contracting authorities on matters concerning the delivery of waterfront support and operation of the Site (the office infrastructure).
- c. Liaise with Navy Command staff and MOD Civilian Management on matters pertaining to the assignment and careers of related RN personnel as defined by the line manager.

**Accountable for****Accountable to****Section 5 - Behaviours and competences**

*List the behaviours and functional competences essential or desirable to the job.*

**Essential behaviours**

Leadership

Making Effective Decisions

Changing and Improving

Working Together

Delivering at Pace

<b>Desirable behaviours</b>
Managing a Quality Service

<b>Essential functional competences</b>		
Competence	Description	Level

<b>Desirable functional competences</b>		
Competence	Description	Level

## Section 6 – Training, Qualifications, Licences and Professional Memberships

*List the training, qualifications, licences and professional memberships essential or desirable to the job. Include functional and approved SQEP training requirements.*

<b>Essential Training</b>
Submarine SSN/SSBN Senior Rating (ESM preferred - will consider equivalent experience in other branches, including GS, by exception)

<b>Desirable Training</b>
PRINCE2 Foundation & Practitioner

## Section 7 – Additional Post Requirements

*List any additional requirements or experience needed to fully discharge the duties of the post e.g. medical, driving licence*

Essential
Nil
Desirable
RN Submarine experience Knowledge of JPA, IFS, BMS systems

### Section 8 – Security Requirements

<i>Post holder must be familiar with, and adhere to, all security instructions</i>					
Required security clearance level	Security Check		<input checked="" type="checkbox"/>		
	Developed Vetting		<input type="checkbox"/>		
Reserved Post			<input type="checkbox"/>		
Post holder will require access to the following nuclear information:					
NNPPI	<input type="checkbox"/>	ATOMIC	<input type="checkbox"/>	PSA	<input type="checkbox"/>

### Section 9 – Standing Statements

<p><b>Health and Safety</b> All HMNB Clyde staff must be familiar with, and adhere to, Establishment Health &amp; Safety and Environmental Protection regulations and procedures and complete all relevant mandatory training</p>
<p><b>Equality and Diversity</b> All HMNB Clyde staff must be familiar with, and adhere to, MOD Equality and Diversity policies and complete all relevant mandatory training. All staff must be treated with respect and be able to work in an environment which promotes inclusion and dignity.</p>
<p><b>Learning and Development</b> All HMNB Clyde staff are responsible for ensuring their training needs are identified, are agreed with their line manager and reviewed throughout the year.</p>
<p><b>Review</b> All posts should be regarded as flexible and therefore subject to change to meet business needs and priorities. As a minimum, posts and tasks should be reviewed as part of the mid-year and end of year reporting cycles.</p>

### Section 10 – Agreement

Job holder			
Name	To be nominated		
Signature		Date	
Line manager			

Name	Cdr James Brown RN		
Signature	Electronic	Date	16 Aug 21
NTQSC endorsement of nuclear training and competence requirements			
NTQSC Ref		Date	

### Section 11 – Record of changes to TORRs

Version	OCP Ref (If applicable)	Comments	Date