TERMS OF REFERENCE FOR THE MOBILISATION CHIEF PETTY OFFICER

Post Holder:

Short Title: MOBS CPO

PURPOSES

1. Primary Purposes: The Primary Purpose of the MOBS CPO is to act as the SPoC for the mobilisation of ALL Reservists, managing the day to day processes.

2. Secondary Purposes: The MOBS CPO will also:

   a. Provide support to and deputise for the MOBS SO2 in their absence.

   b. Act as oversight for Sponsored and High Readiness Reserves.

   c. To act as 1RO to the MOBS/EE LH and MOBS LWTR

ACCOUNTABILITY

3. MOBS CPO is:

   a. Accountable to the MOBS SO2 for their primary and secondary purposes.

AUTHORITY

4. MOBS CPO has MOBS SO2 delegated authority to:

   a. Correspond and liaise with Reservists, Naval authorities and Maritime Reserve Units/Branch Managers as necessary to achieve his/her purposes, advising MOBS SO2 beforehand of any non-routine circumstances.

   b. Sign correspondence on non-policy and non-contentious issues.

   c. Update and create position and personnel records on JPA to achieve his/her primary/secondary purposes.

TASKS

5. The principle tasks undertaken by MOBS CPO are:

   a. To oversee the production of documentation, to initiate, amend and terminate reserves in permanent service.

b. To oversee the production of documentation, to initiate, amend and terminate personnel held as Sponsored and High Readiness Reserves.

c. Ensure JPA correctly reflects approved Operational positions and personnel.

d. Monitor the MOBS/EE LH with regards to appointments as part of Mobilisation and Demobilisation process.

e. Oversee the MOBS LWTR with regards to the JPA process of bringing mobilised Reservists into Permanent Service and JPA processes associated with Sponsored and High Readiness Reserves.

f. Update JPA records and produce and maintain management reports to provide MOBS SO2 and external authorities with the statistical evidence required to make sound employment decisions.

g. Day to day management of all mobilisation spreadsheets.

h. Undertake any other task as required by the MOBS SO2.

CRITICAL SUCCESS FACTORS

6. The following Critical Success Factors are germane to achievement of Purpose:

a. Appropriate internal and external communications and support infrastructure.

b. Appropriate working environment.

c. Achievement of Primary and Secondary tasks.

COMPETENCES

7. The post is for a Chief Petty Officer of any specialisation.

a. The post holder requires the following specific competencies:

	Course Reference	Skill Level (Adv /Int /Basic)
NCHQ Induction Training		Basic
WP Windows		Adv
Microsoft Word		Int
Microsoft Excel		Int
Microsoft Outlook		Basic
Tailored JPA Training		Adv
MODNET		Int

REPORTING CHAIN

8. The Reporting Chain for MOBS CPO is as follows:

a. 1st RO: MOBS SO2

b. 2nd RO:

Part 2: Key Change Objectives

(To be agreed between employee and Line Manager annually or on taking up the post)

During the next 12 months, the post holder is to direct his/her efforts to achieve his/her primary and secondary purposes, with the following specific targets:

Signature of Job Holder   Signature of Line Manager

Date: Date: