

| TERMS OF REFERENCE: TRG PLANS PIPELINE MGT SEA SOTR | |
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| PART A – POST DETAILS | |
| Post Title | TRG PLANS PIPELINE MGT SEA SOTR |
| Grade | OF2 (OR9-OF2 Rank Ranged) |
| Location | West Battery, Whale Island |
| JPA Number | 2116409 |
| HRMS Job Family/Job Code | N/A |
| Line Manager Name/Grade | SO1 TRG PLANS |
| Day-to-day Supervisor (if different) | SO2 TRG PLANS |
| Countersigning Officer Name/Grade | Dir P&T |
| Working Pattern (FT/PT/Alternative)/hours | FT |
| Security Clearance Required | SC |

| PART B - ORGANISATION & BACKGROUND |
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| <p>Details of Organisation/ Business Directorate</p> <p>TBC</p> |
| <p>Job Purpose</p> <p>To advise SO1 Training Plans/ Head N7 on issues relevant to the primary purposes subject to Delegated Authority, the post holder will be required to:</p> <ul style="list-style-type: none"> • To collate and forecast the Sea SOTR in support of the GTS requirement in consultation with the Training Requirements Authority. • To coordinate efficient and prioritised use of the available Sea Training bunk capacity across the Surface Fleet. • To compile and maintain management statistics for SO1 Training Plans in support of future training forecasting. • To provide Sea Training (OR) subject matter expertise in order to maximise throughput of Training Pipelines delivering SQEP to the ROYAL NAVY. • To provide input to the Sea SOTR/SOTT process, including liaison with HRTSG and Branch Managers and attendance at CEBs and SOTR. |

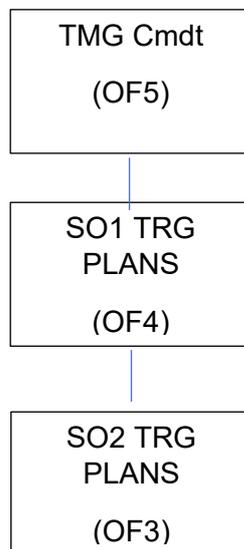
- To support the TRA's in review of training pipeline requirements.

- Undertake Officer of the Day Duties in support of establishment output.

The post holder shall note that these approved TORs seek to describe the extent of the role and its responsibilities, as far as practicable. Ultimately, however, it is up to the individual to achieve the job purpose using their leadership, professional ability and management skills. Thus, these TORs should not be seen as prescriptive and post holders are expected to exercise initiative and be innovative, which may require operating outside their TORs. In these circumstances post holders are not to be constrained by their TORs in achieving success but must ensure that their line manager and others are kept informed as appropriate.

Organisation Chart

The TRG PLANS PIPELINE MGT SEA SOTR is accountable to the TMG Cmdt.



PART C - RESPONSIBILITIES

| Responsible for: | Percentage |
|--|-------------------|
| To collate and forecast the availability of Sea Training in support of the GTS in consultation with the Training Requirements Authority. | 6% |
| To coordinate efficient and prioritised use of the available Sea Training bunk capacity across the Surface Fleet. | 55% |
| To compile and maintain management statistics for SO1 Training Plans in support of future training forecasting. | 4% |

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| To provide Sea Training (OR) subject matter expertise in order to maximise throughput of Training Pipelines delivering SQEP to the ROYAL NAVY. | 8% |
| To provide input to the Sea SOTR/SOTT process, including liaison with HRTSG and Branch Managers and attendance at CEBs and SOTR. | 4% |
| To support the TRA's in review of training pipeline requirements. | 2% |
| To advise SO1 TRAINING PLANS and Head N7 on issues relevant to the Sea SOTR role and support Pipeline Coherence tasking as directed. | 20% |
| Undertake Officer of the Day Duties in support of establishment output. | 1% |

PART D - AUTHORITY

The TRG PLANS SEA SOTR has the following authority:

- Liaise with TRA, TRG Providers, CM's, TMG staff, NCHQ staff, Navy Digital, and other parts of the MOD up to OF5 level to enable achievement of the 'Job Purpose'.

PART E - SUCCESS PROFILES

The following competencies, experience and behaviours are necessary for the role of TRG PLANS SEA SOTR

Competencies:

- In date for all mandatory NCT.
- Divisional Officer.
- Officer of the Day.

Knowledge and experience:

- Knowledge and experience in the use of MODNET SECRET, JPA, Foundry and SCIO applications for Career Management and data mining tasking. (Essential).
- Knowledge of BR 3 (Naval Personnel Management). (Essential).
- Experience of developing and maintaining constructive working relationships with internal and partner organisations. (Essential).
- Experience of managing and/or leading projects in a Defence environment (Desirable).
- Experience of leading or participating in the management of training and education delivery organisations (Desirable).
- Experience of performance monitoring and recording (organisational or project) and the generation of performance reporting (Desirable).
- Experience of establishment Officer of the Day Duties. (Desirable).

Behaviours:

- a. Communicating and influencing.
- b. Prioritisation.
- c. Collaborative working.
- d. Positive response to change.
- e. Self-motivation, self-awareness.
- f. Delivering to deadlines.

PART F - LEARNING & DEVELOPMENT

The post holder will be required to undertake all MOD Mandatory Training related to the post and site, and to support the training of direct reports.

The post holder will be required to maintain the currency of their knowledge and skills relating to training/ education policies, standards, theories and methodologies through ongoing CPD.

PART F - SIGNATURES

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| Post holder: | |
| Name | WO1 Simon Jessop |
| Signature | |
| Line Manager: | |
| Name | Cdr AJ Coulthard |
| Signature | |
| Date agreed: | |
| Date for review: | |