SDA-P-Eng-SP5 ToR

Part A – Post Details

Section / Team	Submarine Delivery Agency (SDA) - Submarine Production Project Team
Post Title	Project SEARER CDIP Delivery Manager
Post Tally	SDA-P-ENG-SP5
SDA Deployment Tool Demand HRMS Position Number	HRMS No – TBC RBD
Function	SDA Marine Engineering
Grade / Rank	NATO OF3 (SO2 MESM/WESM)
Nuclear Safety Classification	Nil
NSQEP Classification	N/A

Line Manager's Tally	SDA-P-ENG-ESO-DPCE-SP
Line Manager's HRMS Number	TBC

Part B - Background and Organisation

B1. Job purpose – *briefly describe the role, highlighting its responsibilities and outputs.*

The Project S* Capability Demonstration and Integration Period is a period where the envelope of the newly acquired vehicle will be opened in terms of safe operation and capability to prove both arguments and claims within the safety case, evidence compliance with the requirements set upon the SDA for customer acceptance and the development and proving of operational and some tactical procedures. This will be achieved through a complex set of trials and other activities which will require careful management by preferably an experienced operator/ex operator who would hold acquisition skills and understand the safe to operate and operate safely mantra. The SMP CDIP Delivery Manager is responsible for the development and delivery of the trials' requirements, trials logic and programme.

Specific post tasks are:
- Create, deliver, and manage the overall CDIP plan
- Chair the CDIP planning group
- Run and record trials logic conferences in support of the CDIP planning group to ensure the required safety hold points are developed, sequenced, support the safety case development and injected to the satisfaction of the PA
- Create the Trials Order and support the management of any Exercise planning effort (inc OpOrd) that the customer may need to develop in the delivery of GF* to deliver the overall CDIP
- Assist the operator in development of safety planning
- Identify, record and manage trials risk
- Trials management and safe conduct supporting trials officers for all serials and interface with operator input iaw all PA/ODH caveats and conditions of use
- Interface with the Training management plan to ensure that the training programme, that will run alongside the CDIP plan, is coherent and delivers operators trained to the correct level to support each sequenced activity

The post is responsible to SDA-P-ENG-ESO-DPCE-SP and the S* Project Manager (SDA-P-PM-SPS)

B2. Line Management Responsibility – *describe the post's Delivery Management responsibilities, detailing post tally and HRMS position number for any post that reports directly to this post holder.*

This post has no line management responsibility

Part C – Accountability and Authority

C1. Authority – *describe the post holder's authority e.g. the level of decision that a post holder may take, or the amount of money that the post holder may commit to spend:*

The post holder is accountable to SDA-P-ENG-ESO-DPCE SP and SDA-P-PM-SPS and is authorised to:

- Liaise with all and necessary authorities in order to deliver a successful CDIP output
- Manage the current DSTL CDIP development tasking to conclusion in support of initial role outputs

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C2. Accountability – *Describe what the post holder is accountable for, and to whom i.e. the post to which the post holder is expected to report/justify their actions/decisions:*

Accountable for (delivery of output)	Accountable to (recipient of output)
Create, deliver, and manage the overall CDIP plan	SDA-P-PM-SPS
Chair the CDIP planning group	SDA-P-PM-SPS
Run and record trials logic conferences in support of the CDIP planning group to ensure the required safety hold points are developed, sequenced, support the safety case development and injected to the satisfaction of the PA	SDA-P-ENG-ESO-DPCE SP
Create the Trials Order and support the management of any Exercise planning effort (inc OpOrd) that the customer may need to develop in the delivery of GF* to deliver the overall CDIP	SDA-P-ENG-ESO-DPCE SP
Assist the operator in development of safety planning	SDA-P-ENG-ESO-DPCE SP
Identify, record and manage trials risk	SDA-P-PM-SPS
Trials management and safe conduct supporting trials officers for all serials and interface with operator input	SDA-P-ENG-ESO-DPCE SP
Interface with the Training management plan to ensure that the training programme, that will run alongside the CDIP plan, is coherent and delivers SQEP operators trained to the correct level to support each sequenced activity	SDA-P-PM-SPS and SDA-P-ENG-ESO-DPCE SP

Accountable for (delivery of output)	Accountable to (recipient of output)
Manage and deliver additional DSTL diving SME taskings as required, e.g. DLS safety justifications etc	SDA-P-PM-SPS and SDA-P-ENG-ESO-DPCE SP

Part D – Principal Tasks

D1. Principal Tasks – *describe the principal tasks undertaken by the post holder.*

As per job purpose and accountability

Part E – Skills and Knowledge Profile

E1. Essential Competences (both core and functional. Max six):

Competence	Description	Level
CSCC 3	Making Effective Decisions	II
CSCC 4	Leading and Communicating	II
CSCC 9	Managing a Quality Service	II
CSCC 10	Delivering at Pace	II

Civil Service Core Competences:

Competence	Description	Level
	Strategic Cluster - Setting Direction	
1	Seeing the Big Picture	I
2	Changing and Improving	II
3	Making Effective Decisions	II
	People Cluster - Engaging People	
4	Leading and Communicating	II
5	Collaborating and Partnering	II
6	Building Capability for All	I

	Performance Cluster - Delivering Results	
7	Achieving Commercial Outcomes	II
8	Delivering Value for Money	II
9	Managing a Quality Service	II
10	Delivering at Pace	II

Maritime Engineering Functional Competences		
Competence	**Description**	**Level**
ME2	Maritime Engineering (Mechanical) Knowledge, or ME3	II
ME3	Maritime Engineering (Electrical) Knowledge, or ME2	II
ME5	Maritime Safety and Environmental Knowledge	II

Safety, Health, Environmental Protection and Sustainable Development Competences		
Competence	**Description**	**Level**
HS 1	**Acquiring and Developing Specialist Knowledge and Skills in Health and Safety Management**	
HS1.1	Keeps Knowledge Current and is Aware of Developments in Health and Safety Legislation, MOD Policy and Regulations and their Application in	I
HS2	**Applying Specialist Knowledge in Health and Safety**	
HS2.3	Aware of Health and Safety Issues and the Prevention of Accidents	I
HS3	**Practical Application of Specialist Skills in Health and Safety**	
HS3.1	Promotes a Positive Health and Safety Culture within the Workplace	I

System Safety Competences		
Competence	**Description**	**Level**
SysSaf 1	MOD policy and instructions, legislation, and procedures for system safety management	I
SysSaf 2	Principles of System Safety Management	I
SysSaf 3	MOD requirements for System Safety Management through life, monitoring arrangements, and required documentation	I
SysSaf 4	Safety Risk Management	I
SysSaf 5	Domain-specific Requirements	I

Project Management Competences		
Competence	**Description**	**Level**
PRJMGT 03	Stakeholder Management.	I
PRJMGT 05	Project Risk Management.	I

Information Assurance Competences		
Competence	**Description**	**Level**
A	**Information Security Management**	
A5	Information Security Awareness and Training	I

E5. Qualifications/Training required - *List the qualifications and training required, indicating whether they are 'essential' or 'desirable' to the role.*
Essential: • Minimum HNC or equivalent in Mechanical/Electrical/Electronic Engineering • Safety & Environmental Management Training (SEMT) • System Safety in Action (SSIA) • System Safety Process Management (SSPM) • Environmental Awareness & Compliance (EACD)
Desirable: • Chartered Engineer status or equivalent experience

E6. Experience Required - *List the experience(s) required, indicating whether they are 'essential' or 'desirable' to the role.*
Essential: • RN trials development and delivery at SO2 level minimum
Desirable: • Experience with the submarine build programme or in-service submarine experience in a Design Authority role. • Experience of operations with specialised operators associated with this capability including supporting organisations, e.g. RN, RAF, SD etc • Experience with Project and Technical Risk Management

Part F – Additional Requirements

F1. Security
This is a reserved post and therefore only open to UK nationals.

The Post Holder must:
- Complete all mandatory MoD and SM OC security training, comply with MOD and establishment security policies and procedures, cooperate with security staff and promptly report any suspected or actual security incident and/or breach
- Be familiar with and adhere to general security procedures as defined in latest issue of JSP 440 (MOD Security Instructions).
- Be familiar with and adhere to the IT security procedures as defined in latest issue of the relevant IT security regulations.
- Be familiar with and adhere to a MOD Non-Disclosure Agreement regarding proprietary information.

The level of security clearance for this post is: **Developed Vetting**

F2. Health and Safety

The Post Holder must be fully acquainted with the Establishment's Health and Safety and Environmental Protection Regulations and procedures at SDA MoD Abbey Wood and complete all mandatory training.

F3. Equality and Diversity

The Post Holder must adhere to the SDA Equality and Diversity Policy and complete all mandatory training.

F4. Learning and Development

The postholder is responsible for ensuring that his/her training needs are identified and agreed with his/her line management and reviewed at 6 monthly intervals.

Part G – Signatures

G1. Post Holder

Tally		Date	

Name		Signature	

G2. Line Manager

Tally	SDA-P-ENG-ESO-DPCE-SP	Date	17/01/2022
Name	Mr Matt Conibere	Signature	Signed on original

Date for next review	Jan 2024

Part H – Review and Amendment Record

Version	Comments	Date
V1	Initial Draft	01/2022