

TERMS OF REFERENCE: ATTRACT COHERENCE OPERATIONS OFFICER

Scope

1. SO2 Attract Coherence Operations Officer supports the planning and co-ordination of Attract activities across the Recruitment and Attraction (R&A) organisation including the delivery of Direct Recruiting Events (DRE)¹. The post holder is responsible for the planning of all experiential² elements of recruitment campaigns and for the co-ordination of agency input into those campaigns.

Responsibilities

2. SO2 Attract Coherence Operations Officer is responsible for the following:
 - a. To plan, co-ordinate and evaluate national experiential recruiting in conjunction with internal stakeholders.
 - b. To co-ordinate, control and manage agency input into attract experiential activities and DRE.
 - c. To provide direction and guidance to Hd R&A staff on all attract experiential activities and DRE activities including developing, analysing and implementing change based on MOE.
 - d. To support the management of all budgetary elements of the whole Attract laydown on behalf of SO1 Attract.
 - e. To deputise for SO1 Attract when required and to deliver a co-ordinating function across Attract Pillar on behalf of SO1 Attract.
 - f. To work closely with all internal stakeholders to deliver the attract events programme on task to time and budget.
 - g. To act as the primary contact for Specialist Recruiters when planning nationwide experiential events.
 - h. To respond to additional tasking as required by SO1 Attract.

Accountability

3. SO2 Attract Coherence Operations Officer is accountable to SO1 Attract who is also the First Reporting Officer. Hd R&A is the Second Reporting Officer.
4. SO2 Attract Coherence Operations Officer is the line manager of the following:
 - a. Medical Specialist Recruitment Team
 - b. Logistics Specialist Recruitment Team
 - c. RMBS Specialist Recruitment Team
 - d. Submariner Recruitment Team

¹ Defined as recruiting events at which the RN may attract individuals to join the RN and where direct interaction with potential candidates occurs.

² Defined as occasions where candidates experience RN life e.g. visits to ships, establishments or through specialised activities.

5. SO2 Attract Coherence Operations Officer is the 1RO for WO1 & LH Logs, CSgt & Cpl RMBS, WO & 2 x CPO SMs.

6. SO2 Attract Coherence Operations Officer is the 2RO for PO Logs x 2, Office Mgr Assistant and LHs/ABs within the SMRT.

Authority

7. SO2 Attract Coherence Operations Officer is authorised to liaise with the following:
- a. R&A Marketing Department on all Experiential Plans activity.
 - b. Area Recruitment Outreach Managers and ARMs on all experiential recruiting campaigns and activities.
 - c. SO1 Ops and SO2 Ops with respect to in-year priority branch requirements.
 - d. Royal Navy and MOD desk officers on Experiential Plans activity, responding to issues as appropriate
 - e. Recruiting Field Force staff (AROs, ACLOs and CAs), through their CoC in support of experiential activities.
 - f. HM Ships and Submarines, RN and RM units and establishments, civilian authorities and the general public on matters relating to his/her recruiting duties.
 - g. Officers in Charge of University Royal Navy Units.
 - h. Education Establishments, Cadet Units, Youth Organisations and any other organisation/society that may benefit the Royal Navy recruiting process

COMPETENCIES

8.. The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)
MoD Diversity and Equality training. (essential)		
ICSC(M) (essential)		
Driver Cat B licence (essential)		
Proficient in Word, Power Point and Excel and digital delivery platforms such as MS Teams, Google classroom and zoom (essential)		

Part 2: Key Change Objectives

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

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

Signature of Job Holder

Signature of Line Manager

Date: