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Review Period: 2 years
Next Review: 30 Oct 2024

ANNEX D to
WTC RN Standing Orders

TERMS OF REFERENCE FOR ROYAL NAVY WILDCAT TRAINING CENTRE PROGRAMMING OFFICER/INSTRUCTOR OPERATING STATION (IOS) OPERATOR

CURRENT POST HOLDER: Lt *****

Purposes

1. **Primary Purpose.** The primary role of the RN Programming Officer (PROGO) within the WTC is to provide overall co-ordination and management of the Simulator programme in supporting the training requirements of the Training and Front Line Wildcat HMA Squadrons. The PROGO will also facilitate WTC Continuation training requirements by being competent to safely operate the WTC devices from the IOS positions.
2. **Secondary Purposes.** The post holder is to:
 - a. Promulgate the daily simulator programme on STARS. This will be produced weekly basis in conjunction with the Army requirements, in negotiation the LH Lead Instructor.
 - b. Liaise with Squadron and Force Programming Officers to ensure effective use of the STE.
 - c. Allocate WTC instructor resources to specific devices and sorties, taking into consideration individual crew duty time for both simulator and live flying events iaw guidance in WTC standing orders.
 - d. Liaison with Squadron Training Officers in order to co-ordinate the simulator programme, ensuring that maximum training value is achieved.
 - e. Support the Training Officer in reviewing Courseware and ATMs, as they affect sorties.
 - f. Effectively manage the use of STARS within the WTC RN cadre, including education of the WTC instructors. Make recommendations to ensure STARS development meets the requirements of the WMF.
 - g. Co-ordinate VIP and external visits to the WTC.
 - h. Co-ordinate simulator instructors' flying availability with 825 and 815 NAS.
 - i. Act as a focal point for the WTC Sharepoint and IT issues.
 - j. Act as Deputy Mission Support Officer IAW Standing Orders
 - k. To manage and distribute the required Flight publications documents for WTC Aircrew.
 - l. Remain up to date with Airfield (Cat 413 RT procedures and the DAM) and Regulatory procedures (TD, MRP, Br766/7)
 - m. Effectively operate the IOS and LPSG to support all sorties profiles.

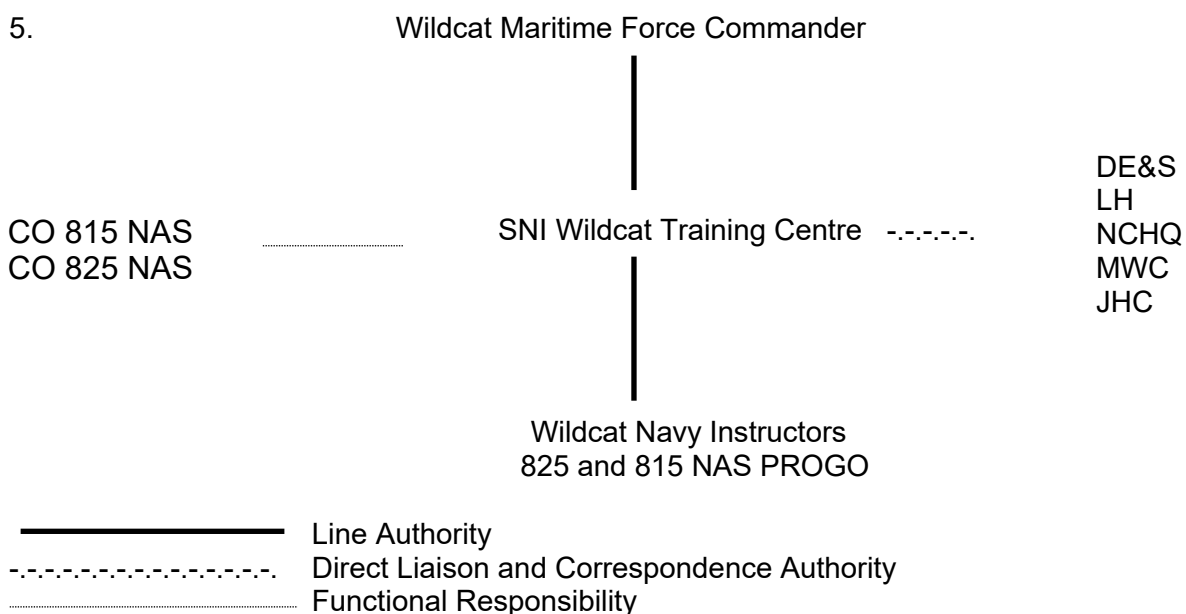
Accountability

3. The RN(WTC) Programming Officer is accountable to the Senior Naval Instructor for the provision of Wildcat simulator training.

Authority

4. The PROGO WTC (RN) is authorised to:
- Represent the SNI at all simulator and WIST planning and programming meetings.
 - Correspond and liaise directly with Navy Command HQ, Squadron Training Officers, Project Teams, MWC-CSAV and Civilian Contractors, keeping the SNI informed.

Organisation



Principle tasks

6. The principal tasks undertaken by the WTC RN Programming Officer/IOS Operator are:
- To facilitate the use of the WTC training devices, from the Instructor Operating Stations, by Front Line crews for Training Directive and Currency Flying.
 - To maintain records of aircrew attendance and performance (where appropriate) in the simulator through use of the WTC Training Management Information System (STARS).
 - To deliver an efficient simulator programme, based on the requested bids from the Force Progo (combined 815 and 825 NAS bids). Allocating devices (within current constraints) and instructors based on availability and priority. Monitor this programme on a daily basis and making adjustments to the programme in consultation with Army CTR and LH CTT users.
 - To liaise with other simulation facilities and NCHQ and provide feedback into the Wildcat Training Needs Analysis.

- e. To co-ordinate visits with the sponsoring officer, allocate hosts and inform the WTC building manager.

Competencies

- 7. The post holder **shall**:
 - a. Have embarked maritime rotary wing experience.
 - b. Have completed at least 1 flying tour.
 - c. Be in date for Flight Safety Course.
- 8. The post holder **should**:
 - a. Be of rank at least OF2 (X)P.
 - b. Have completed a STARS training package.

Objectives and secondary duties

- 9. Objectives will be discussed and agreed in accordance with current OJAR, secondary duties are detailed above and summarised in relevant WTC Temporary Memoranda.

Lt Cdr Keane
SNI WTC

Dated

Lt *****
Sim Progo/IOS Operator

Dated