

Issued:
Review Period:
Next Review:

TERMS OF REFERENCE SENIOR ADMINISTRATION OFFICER

Introduction

1. Commander Maritime Reserves (COMMARRES) commands the Royal Naval and Royal Marine Reserves known collectively as the Maritime Reserves (MR). The purpose of the MR as set out in the Maritime Reserve Directive.

2. Units are fundamental to the delivery of COMMARRES output. All posts within Units are to be occupied by suitably qualified and experienced personnel who have the time and skills to deliver in their specific role. This document provides the terms of reference for the Permanent Staff Senior Administrative Officer.

Purpose

3. **Primary Purpose:**

- a. To act as a Senior Administrative Officer for HMS King Alfred and all Units within the Waterfront Region Training Hub, providing Guidance, Leadership, Advice and Direction (GLAD) for Reservists and providing support to the Unit Command in relation to the pursuit and achievement of Unit Objectives, specifically the Training and Retention of Reservists.
- b. Responsible for the planning, coordination, and delivery of activity within the Waterfront Regional Training Hub and associated Inland and Satellite Units so Reservists attain the stated Training Performance Standards (TPS) and Operational Performance Standards (OPS) necessary to deliver operational capability to the Royal Navy.
- c. Provide expert advice to Unit Command and support the development of Naval Ethos and Naval Service core values.
- d. To manage basic security functions within the Unit and any associated Inland/Satellite Units, as a non-security specialist they provide a basic level of security training and knowledge and provide advice where possible. Provide a good knowledge of HMS King Alfred mission/outputs and assess the positive or negative impact of security procedures on individual Area of Responsibility (AOR).
- e. The primary purpose will involve weekend and evening working and travelling to other Units and venues as required.
- f. To utilise the VBS as part of Unit Core training and to maintain and update the equipment as required. To act as the SMARTBoard/Audio Visual/IT and Mobile Phone Equipment Custodian.

g. To fulfil the role of Assistant Health and Safety Office and Assistant Unit Security Officer covering all aspects of security.

4. Secondary Purposes:

a. Responsible for appropriate use of the Waterfront Regional Training Hub, and associated Inland Support and Satellite Units training resources, including Reserve Service Days (RSDs), Travel and Subsistence.

b. To be the co-ordinator for Unit-Ship Pairing activities.

c. To sit on SHEF Committee meetings as the representative of the permanent staff.

d. To support GW branch in the delivery of regional and national GW Weapons and Ceremonial training.

e. To carry out the duty as a Senior Risk Assessor and lead on conducting and co-ordinating Risk Assessments for Unit and regional events and activities.

f. To support delivery of training to Untrained and Trained Strength Reservists within the Unit, Region and to the wider RNR training requirement at Lead Schools and other venues as required, including support to Advanced Rating Programme (ARP) and Advanced Officer Programme (AOP) at HMS RALEIGH and BRNC Dartmouth, depending on requirement.

g. To assist in the delivery of Naval Core Training (NCT) continuous training serials

h. To advise on all matters regarding General and Military Training.

i. To act as the Duty Permanent Staff as required opening and closing the Unit and providing security and safety oversight of personnel within the Unit.

j. To undertake Duty Permanent Staff roster duties.

k. To act as Permanent Staff First Aider and Deputy NLIMS Incident Manager.

l. Unit Liaison Officer to HM Naval Base Portsmouth

m. To assist in the planning, organising and execution of Unit Adventurous Training activities.

n. To support other Permanent Staff in the fulfilment of their purpose and duty when directed.

o. To act as the Unit Data Protection Officer and MODNET Team Site Administrator. Unit ITSO/ MoDNET Local Security Officer (LSO) and MoDNET Plan Manager. Responsible for all aspects of IT security and Data Protection within the unit ensuring that all staff are aware of their responsibilities in accordance with current regulations and SyOPS.

p. Act as Information Support Officer's (ISO) as detailed in the MR Information Management Plan. The ISO is Head of the iHub, and a key member of the overall team charged with good management and exploitation of information within the organisation. The ISO will advise the SIO (the CO) and CMR IMgr on information related matters, and execute their policies.

Accountability:

5. The Senior Administrative Officer is:

- a. Accountable to the UOO.
- b. Under the functional authority of UOO and Support Manager for the purposes of completing their primary and secondary tasks.
- c. The UOO is the 1RO and Divisional Officer for the post holder, with the Unit CO as 2RO

Authority:

6. The Senior Administrative Officer is authorised to liaise directly with those Service and Civilian Authorities at the appropriate level, in matters relating to the primary and secondary purposes of the role.

Competencies

7. In general, the post holder is to be OR7 (or OR6 selected for substantive promotion). The following abilities to supplement the assumed core competencies of the holder (management, leadership, control of resources) are required:

- a. Leadership and developing people
- b. Communicating and influencing
- c. Working together
- d. Improvement and change

- e. Planning and managing resources to deliver business results
- f. Analysing and using evidence
- 8. Essential Competencies
 - a. Defence Trainer Course (DTC)
 - b. Advanced Care of Trainee (ACoT)
 - c. In date DBS
 - d. In date Security Clearance
 - e. DLE Trainer Role, delivering and supporting training
- 9. Desirable Competencies
 - a. Defence Learning Environment Foundation (DLEFDN) Course v2
 - b. Working knowledge of uniform clothing ordering and stores management
 - c. H & S IOSH, knowledge of NLIMS, Risk Assessments and procedures

Principal Tasks:

- 9. The post holder is to fulfil the requirement of their purpose, using sound judgement, drawing upon the following tasks as a reference to their duties:

People

- a. Delivery of training to Untrained and Trained Strength Reservists within all Units within the Waterfront Region Training Hub, and to the wider RNR training requirement at Lead Schools and other venues as required.

Management

- a. Lead for the planning, coordination, and delivery and safety of all activities within the Waterfront Regional Training Hub and associated Inland and Satellite Units so Reservists attain the stated Training (TPS) and Operational Performance Standards (OPS) necessary to deliver operational capability to the Royal Navy.

Secondary Tasks

- 10. Any other legal tasks and duties as nominated by UOO/Command.

Committees

11. The post holder attends the following Committees and Groups:

- a. Unit Command Brief.
- b. Other Committees & Groups as necessary to fulfil the requirement of the role.

Signature of Post Holder

Signature of Line Manager

Date

Date

DRAFT