

ANNEX 2A- COMMANDING OFFICERS TERMS OF REFERENCE

UNIVERSITY ROYAL NAVAL UNIT COMMANDING OFFICER TERMS OF REFERENCE

Purposes

1. **Primary Purpose.** To act as the Commanding Officer (CO) of a Universities Royal Naval Unit (URNU), responsible to Commander Universities (Cdr U) for the command, leadership and management of all unit personnel, Officer Cadets (OC) and activities in pursuance of the URNU mission statement:

“To inspire individuals through leadership and maritime training, whilst facilitating a career in the Royal Navy for those who choose.”

Secondary Purposes

2. The secondary purposes of the URNU CO are to:

- a. Support the work of the local Naval Regional Commander in raising and maintaining public awareness of the Royal Navy.
- b. Strengthen links between the URNU and the Maritime Reserves.
- c. Maintain links between the URNU and other University Service Units, and between the URNU and the academic community.
- d. Raise awareness of career opportunities in the regular and reserve Service amongst OCs and unit Training Officers.

Superiors

3. The URNU CO is accountable to Commander Universities (Cdr U), Britannia Royal Naval College, as 1RO for all aspects, of these terms of reference. Captain BRNC will act as 2RO and Dir P&T as 3RO, as and when a 3RO is required.

Authority

4. The URNU CO has:

- a. Line authority over the unit Coxn, Training Officers, UAO and OCs.
- b. Functional authority over all Medical / Dental Cadets affiliated to the Unit.
- c. Line authority over all RN Bursars assigned to the unit.
- d. Authority to communicate with Service and external agencies as required on unit matters and, as required by Cdr U, on URNU-wide matters.
- e. Authority to promulgate orders by means of Temporary Memorandum and Administration Orders, copying URNU HQ in their distribution.

Principal Tasks

5. The principal tasks of the URNU CO are to:

- a. Ensure that close co-operation is maintained between the units within the Region.
- b. Deliver the URNU training syllabus, liaising with national URNU leads on each of the four training pillars, as necessary, to ensure currency of content, delivery of accreditation awards and sharing of best practice.
- c. Ensure a close relationship is maintained between the URNU and its affiliated units taking into consideration the overarching URNU Mission Statement.
- d. Strengthen links between the URNU and the local Maritime Reserves, by raising awareness of opportunities within the RNR for both Training Officers and OCs and providing mutual support over training and facilities.
- e. Establish and maintain close links with the Naval Regional Commander, ensuring the unit plays a proactive role in raising and maintaining local understanding of the Royal Navy and its activities.
- f. Ensure a strong relationship is maintained with the local Military Education Committee and the leadership of each university within the unit's catchment area.
- g. Provide, in co-operation with the BRNC Sponsored Undergraduates Staff Officer (SUSO), training and military oversight of RN Sponsored Undergraduates attending universities in the Unit's catchment area.
- h. Act as Divisional Officer to the Unit Coxn and Training.
- i. Coordination and selection of individuals to fill the unit Coxn role, ensuring the latter receives all specialist training required to fill that role.
- j. In conjunction with the Training Officer Career Manager, support the continued professional development of unit Training Officers.
- k. Manage the annual OC recruitment process.
- l. Raise awareness of career opportunities in the regular and reserve Service through regular liaison with CNR and local RNR units to ensure optimum support is provided to regional and national recruiting campaigns.
- m. Manage the efficient use of the unit's allocated Reserve Service Days for both Training Officers and cadets, ensuring that a challenging, broad and informative programme of training and military experience is provided.
- n. Quality assure training delivered to OCs in unit and at sea.
- o. To manage and oversee the unit budgets.
- p. Ensure training records are maintained in support of the URNU mission, training achievement and evidence of bounty qualification by Training Officers and OCs.
- q. Support national URNU events as directed by Cdr U.
- r. Maintain an alumni organisation in support of all former unit cadets.
- s. Provide support for the professional development of unit Training Officers.
- t. Submit a monthly return of all unit activity to the Regional Chief of Staff.

- u. Carry out Safety, Health, Environment and Fire (SHEF) responsibilities as Commanding Officer.

Secondary Tasks

- 6. URNU COs will hold additional responsibilities within their regions as detailed by the SLT.

Review

- 7. These Terms of References are to be reviewed, printed, signed upon assuming Command.

Commanding Officer
URNU
Date:

Cdr U
URNU HQ
Date: