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| **UNIT** | ROYAL NAVY RECOVERY CENTRE HASLER |
| **LOCATION** | NAVAL BASE COMMAND DEVONPORT, HMS DRAKE, PLYMOUTH |
| **TITLE** | AJAX TROOP SERGEANT |
| **GRADE/RANK** | OR6 |

**Organisational Summary**

1. The Royal Navy Recovery Centre (RNRC) Hasler supports the most complex cases of Wounded, Injured and Sick personnel in the Royal Navy. Its primary aim for Assigned Ranks (ARs) is to support and expedite a return to Service. However, due to the nature conditions for the majority of ARs this is often unlikely; consequently, a needs-based bespoke transition therefore becomes the goal. RNRC Hasler’s purpose is to: **Recover, Rehabilitate and Reintegrate**, and these tenets should underpin all workstrands associated with an AR, transitional or otherwise. If any output does not purport to one of these then it is misconceived. To achieve its aim, RNRC Hasler adopts a multi-disciplinary approach to recovery that coordinates clinical, physical, educational, employment, social and executive elements to effect the most comprehensive recovery pathway possible. Based upon the Defence HARDFACTS model every AR develops an Individual Recovery Pathway (IRP) that places them in the centre of recovery activities and ultimately in charge of their own future. The RNRC Hasler is just the enabler.

**Principle Task**

2. To support the recovery, rehabilitation and reintegration for each rank assigned to Ajax Troop, coordinate and manage their Recovery Pathway and extend a fundamental duty of care to each individual.

**Accountability**

3. The Troop Sgt is accountable to Ajax Troop Commander for all professional and personnel issues relating to Ajax Troop personnel within their charge.

**Authority**

4. The Ajax Troop Sgt is authorised to engage with all military and civilian agencies on any matter directly impacting on a rank assigned to Ajax Troop in order to fulfil his Principle Task. This engagement should be captured onto WISMIS when required and where appropriate to do so.

**Reporting**

1. The Ajax Troop Sgt’s 1RO is the OC RNRC Hasler. The 2RO is SO1 Casualty and Recovery Management (CRM).

**Training**

6. The following training should be completed as soon after assignment as possible and ideally within the first 6 months (course availability pending):

1. Defence Recovery Capability Employment Course (DRCEC)
2. Active Listening Skills
3. Mental Health First Aid
4. First Aid
5. Caldicott, Boundary and Supervision Awareness.
6. L3 Coaching and Mentoring Training
7. Diversity and Inclusion

**Personal Responsibilities**

7. The Ajax Troop Sgt is personally responsible for ensuring his JPA competencies, personal objectives and SJAR front page aspirations are in date. They should complete an OIBEE Personal Information Check at 6 month intervals.

**Principle Tasks**

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| **1** | To generate, coordinate and update an Individual Recovery Plan (IRP) for all ARs of Ajax Troop a directed by the Tp Commander. |
| **2** | To conduct a Joining Interview (JI) and initiate Multi-Disciplinary Team (MDT) meetings within acceptable timeframes (ordinarily a JI within 4 weeks, 2 MDTs within the first 12 months and annually / as required thereafter). Home visits must be conducted where necessary and in accordance with mandated timelines.  |
| **3** | To input and maintain AR information onto WISMIS in a timely manner.  |
| **4** | To initiate weekly contact with each AR under their care within Ajax Troop, utlisining all available means; voice primary, email secondary and text tertiary, and submit a weekly return to the OC. |
| **5** | To fulfil reporting responsibilities, routine or specialist, for each AR of Ajax Troop assigned under their charge. |
| **6** | To maintain discipline, standards and military ethos within Ajax Troop. |
| **7** | If requested by the AR; attend the RN Medical Board of Survey in a supporting capacity and when necessary advise the RN Medical Employability Board. |
| **8** | Conduct any task as directed by OC RNRC Hasler. |

**Secondary Tasks**

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| **1** | Fulfil the responsibilities of a Duty SNCO as required by the Unit Sgt Maj. |
| **2** | Support the Ops Officer or Sgt Maj in the delivery of organic activity. |
| **3** | Accompany ranks to appointments or other formal commitments if required to ensure attendance or in the interests of their health, well-being or safety; this may include travel abroad. |
| **4** | Support the Executive in any G1 function; to include disciplinary and/or administration matters and extending a duty of care to all ARs as required. |

**Validation**

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| **Name** |  | **Signature** |  | **Date** |  |

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