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## **TERMS OF REFERENCE FOR THE UNIT OPERATIONS OFFICER**

### **Introduction**

1. Commander Maritime Reserves (CMR) 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 Command Plan is to provide sufficient, capable and motivated personnel, at readiness, to reinforce Regular Forces.
2. Commissioned Units are fundamental to the delivery of CMR's 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 Unit Operations Officer (UOO).

### **Purpose**

3. The UOO is to provide advice and support to the Unit Command for all training and administrative matters as required by the Chain of Command, and to be responsible for the day-to-day operations and outputs for HMS EAGLET and additionally HMS FORWARD and HMS SHERWOOD within the North West and Midlands (NW&M) Regional Training Hub.
4. The UOO is responsible for ensuring the requirements listed in the MoU with HMS FORWARD and HMS SHERWOOD and the requirements listed in any SLA with associated Capability Areas.
5. The primary purpose will involve weekend and evening working and travelling to HMS FORWARD and HMS SHERWOOD and other MR venues as required.
6. The UOO is to be responsible for appropriate use of the Unit's training resources, including Reserve Service Days (RSDs), Travel and Subsistence.
7. As the day-to-day Command representative on site, the UOO is also to provide early and effective intervention, and where necessary options and alternatives to the Command, in order to meet HQ direction where it occurs outside of the timescales achievable for a reservist CO.
8. Notwithstanding any tasks or purposes in other Unit Permanent Staff TORs, the UOO is to be the individual with responsibility for the ultimate delivery of timely and effective outputs to CMR HQ and other agencies as may be required.

### **Accountability**

9. The UOO is ultimately accountable to the CO, or the XO should they temporarily assume the powers and duties of command, for the proper performance of their duties.

## **Authority**

10. The UOO is authorised to:
  - a. Liaise with all appropriate authorities (Service and Civilian) in pursuance of their duties, informing the CO as necessary.
  - b. Have authority over all Unit personnel with the exception of the CO and the XO.
  - c. Promulgate Routine Orders and Temporary Memoranda in pursuance of their duties.
  - d. Approve Travel and Subsistence normally held at OF5 level, with scrutiny by DACOS (RES) in accordance with current agreed protocols.

## **Competencies**

11. In general, the post holder is to be a Lt Cdr RN, although FTRS fills may be required according to operational need. The following abilities to supplement the assumed core competencies of an OF3 (management, leadership, control of resources) are required:

- a. To operate at the SO2 level.
- b. To drive, shape, lead and implement business change.
- c. To be contactable at all times, in emergency only.
- d. Unit Security Officer
- e. Defence Training Manager
- f. Divisional Officer
- g. Head of Establishment role (where required)
- h. Harbourmaster for pontoon activity (IAW Port Maritime Safety Code), working on behalf of the Accountable Person (HMS EAGLET CO)

## **Tasks**

12. The UOO is to fulfil the requirement of their purpose, using sound judgement, drawing upon the following tasks as a reference to their duties:

### **People**

- a. To support the CO in maintaining good order and discipline, welfare

and morale, in accordance with QRRN.

- b. To act on behalf of the CO, with their delegated authority, during the working week when the CO is absent from the Unit.
- b. To advise and support the XO as he professional head of the Divisional and mentoring system.
- c. To support the XO in the development, promotion and delivery of naval ethos and Naval Service Core Values.
- d. To promote and enforce MOD and Naval Service policy on Diversity and Inclusion, and Care of Trainees.
- e. To support the CO and RPM in actively pursuing courses of action to provide sustained and assured growth of the Unit's trained and untrained strengths, supporting CMR's Training Division as required.
- f. To support the XO/SM in the delivery of the Unit Appraisal process and in ensuring all reports are delivered by the Common Reporting Date without exception.
- g. To manage a robust RNFT process, encouraging all personnel to participate in PDev and AT opportunities.
- h. To act as full-time assurance for the PTVR Unit Mobilisation Officer to ensure that mobilised Reservists understand the mobilisation process and are effectively managed during the transition to full-service contracts.
- i. Unit Liaison Officer to *(Insert organisation(s) as appropriate)*

## **Management**

- a. To be the primary Command Adviser to the CO.
- b. To monitor progress against the CO's Unit Management Plan objectives and advise courses of action as necessary to the CO.
- c. To support the XO in the delivery of internal management processes and in implementing all directives from the Chain of Command, making use of full-time staff as necessary to meet any shortfall.
- d. To support the XO in managing the duties and routines of the Unit.
- e. To support the XO/UTO in coordinating and delivering the Unit Annual Training Programme and support national and regional training, making the Unit facilities available as required, and using Permanent Staff to augment training where necessary.

- f. To maintain and ensure adherence to Unit Standing Orders.
- g. To contribute to the continuous improvement of individual team and organisational performance.
- h. To act as 1RO and Line Manager for Permanent and Civilian Staff as at Annex A.
- i. To act as Unit Harbour Master, working on behalf of the Accountable Person (HMS EAGLET CO).
- j. In conjunction with GW FDEV the UOO is responsible for establishing processes to achieve PCP approval for GW personnel and assist in identifying Individual Augmentees to support GW related Operations, Exercises and Events in line with CMRHQ policies and GW FDEV requirements.

### **Finance**

- a. To be responsible for the Unit's Budget and to provide accurate reporting and advice to the Command in respect to any over or underspend, highlighting any issues as soon as practicable.
- b. Oversee the Bounty Qualification process.

### **Infrastructure**

- a. To be the Unit Security Officer.
- b. To be the Unit Explosives Responsible Officer.

### **Engagement**

- a. To be the Unit VIP visits lead.

13. It is anticipated that these tasks will be augmented by other duties based on geography, co-location or other external factors.

### **Committees**

14. The UOO attends the following Committees and Groups:
- a. Unit Senior Management Board.
  - b. Unit SMB Away Day (6 monthly)

Signature of Post Holder

Date:

Annexes:

A. Organisational Structure (UMS page).



### HMS EAGLET – HMS FORWARD – HMS SHERWOOD

