TERMS OF REFERENCE

PART A – POST DETAILS

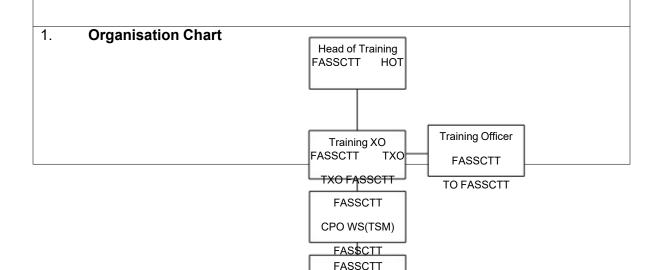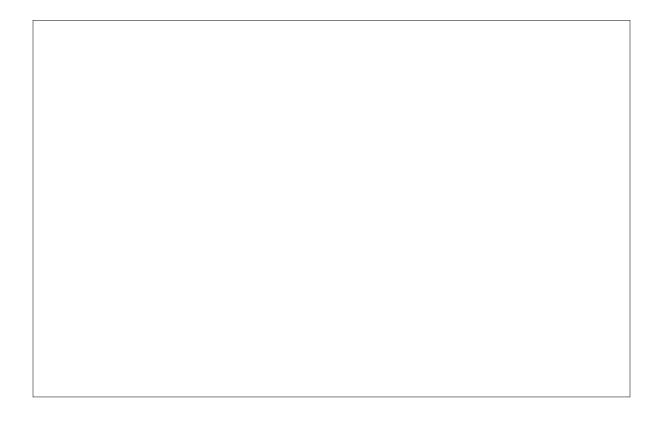|	
Post Title	ABTS / AIO OPERATOR
Grade	OR2
Location	FOST(SM) SCTT Faslane
HRMS Position Numbers	1903941 | 1903943 | 1999911 | 1999934 | 1999935
HRMS Job Family/Job Code	FOST & ACNS T
Function (eg Finance, HR)	Sonar Simulator Desk Driver and ABTS/AIO Operator
Line Manager Name/Grade	CPO WS(TSM)
Day-to-day Supervisor (if different)	LH WS(TSM)
Countersigning Officer Name/Grade	ST 123
Working Pattern (FT/PT/Alternative)/hours	0730 - 1600
Security Clearance Required	Security Check (SC)

PART B - ORGANISATION & BACKGROUND

Details of Organisation:

FOST(SM) Shore Command Team Training (CTT) Facility, delivering Tactical Training to SSBN, SSN crews, SMCC and Training courses in support OC.

Job Purpose:
1. To maintain own role professional knowledge to enable efficiency within position.
2. Conduct daily users checks, reporting equipment defects and ensure the CTTs are prepared prior to the start of training sessions.
3. Operate the Submarine Command System (SMCS) and assist the LH WS(TSM) to maintain an accurate Tactical Picture within the VERACITY & THRASHER CTTs.
4. To assist with training through operating of all Action Information Organisation (AIO) / TSM equipment in the Control Room iaw current doctrine in support of unit training or SMCC as required.
5. Conduct Water Safety Equipment Log (WSEL) inspections and maintenance schedules of FOST N WSEL equipment as directed by LH WS(SSM).
6. Provide office materials and consumable stores for CTTs as required.
7. To ensure that the SCTT simulators are fully secured IAW FOST N security regulations on completion of training.
8. To participate in Submarine Command Course (SMCC) Command Briefs or Lectures as directed by CPO WS(TSM) or LH WS(TSM).

1. **Organisation Chart**

PART C - RESPONSIBILITIES

Specific responsibilities
List specific responsibilities including any line management and budgetary responsibilities, noting the percentage of time spent on each.

Responsibility	Percentage
1. Operate Sonar Simulator Desk	50%
2. Operate all TSM equipment for CTT, Unit Training or SMCC	40%
3. Maintain WSEL equipment	10%

PART D - SUCCESS PROFILES

Behaviours:
1. Good communicator
2. Team player
3. Ability to work at pace
4. See the bigger picture
5. Effective decision maker

Experience:
1. Prior experience on an SSN/SSBN in a role as a TSM rating is highly desirable.
2. Previous IT experience is essential, as the role will involve extensive use of Microsoft Office equipment.

Technical:
1. Be able to act as an effective Sonar Desk Driver in a busy shipping/tactical environment.

2. Be able to operate effectively with all Control Room TSM equipment in a complex Tactical scenario.

Strengths:
1. Inclusive
2. Adaptable
3. Confident
4. Efficient
5. Responsible

Ability:
1. Undertake a verbal reasoning test to ensure your verbal capabilities.
2. Undertake a numerical reasoning test to ensure your numeracy capabilities.

PART E - LEARNING & DEVELOPMENT

1. Advanced Level Diversity & Inclusion
2. Defence Information Management Passport
3. First Aid – Level 2
4. To ensure suitability and credibility for this role, the candidate must be able to pass a Royal Navy AB WS(TSM) Role Performance Examination.

PART F - SIGNATURES

Post holder:	
Name	
Signature	
Line Manager:	
Name	
Signature	
Date agreed:	
Date for review:	