

POST HOLDER:	
FULL TITLE:	People Operations - Operations Forward (SURFLOT East) SO2
POSITION:	SO2 OPS SURFLOT EAST 2120005

Location: HMNB PORTSMOUTH

Introduction

1. The People Operations, Operations and Augmentation team is part of the integrated functional Fleet Headquarters, under the Command of People Ops Hd and Deputy Director People. Dep Dir People reports to Director People & Training (Dir P&T). People Ops-Ops is responsible for maintaining the personnel pillar of Navy Command Operational Capability (OC) and liaises closely with the Navy Command HQ Divisions, Force Generation Authorities (FGAs), In Service Capability Management (ISCM), the Career Management staff of P&T, Commander Operations (COMOPS), the Single Service MOD Directorates and Joint Formations (where Navy Command retains full personnel command) and MOD Centre Personnel Directorates.

2. **Organisational Objectives.** People Ops-Ops is:

“To ensure an equitable attribution of available SQEP to manage the personnel resource in the force generation of units, including key enabling organisations and the wider Defence requirement, and to validate the demand to move personnel at short notice to meet the operational imperative in order to balance the Service need with the longer term health and sustainability of its personnel resource.”

3. **Primary Purpose.** The primary purpose of SO2 OPS SURFLOT E is to be responsible to SO1 Ops for the tactical management of personnel to meet short notice shortfalls (Personnel OPDEFs) and demands (Augmentation). This includes the validation of the operational imperative to conduct moves.

4. **Secondary Purpose.** To lead the People Ops Fwd (P) team in the execution of their duties.

Roles and Responsibilities

5. The roles and responsibilities of the SO2 OPS SURFLOT E are to:

a. Act as People Ops FWD (P) OIC.

b. Act as the focal point for ships within the SURFLOT EAST area of responsibility and other fleet and shore units in the Portsmouth area (other than T23 frigates, which are the responsibility of SURFLOT WEST), validating and managing the SURFLOT EAST Personnel OPDEF/PERREQ demand to move RN personnel at short notice.

c. Engage with CMs, identify, allocate, and authorise personnel movement iaw the validated demand to meet the operational imperative.

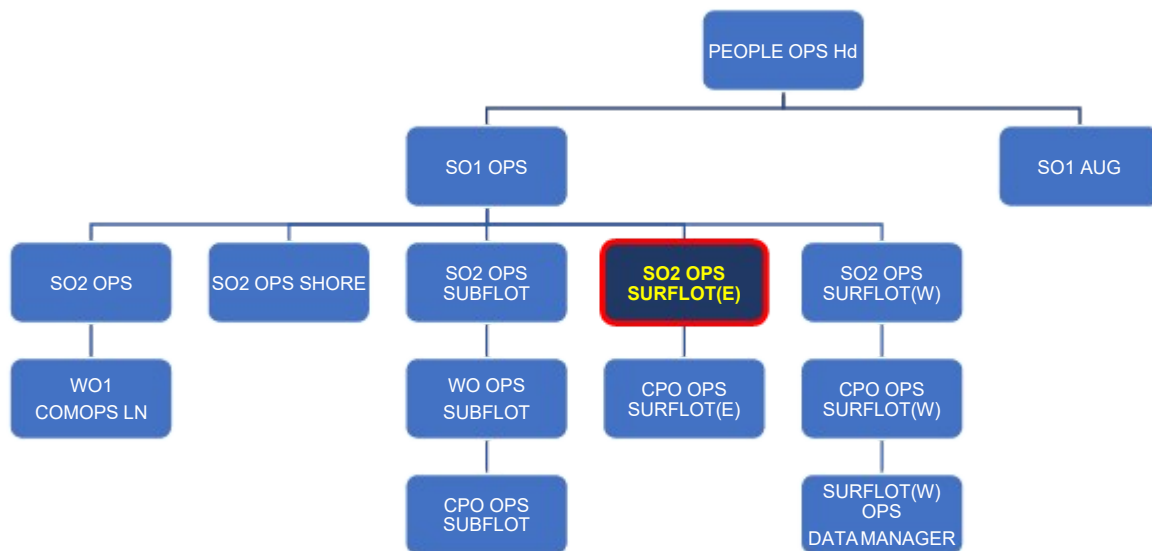
d. Participate and represent SURFLOT EAST personnel issues in West Battery Ops and Force Generation Battle Rhythms.

e. Maintain close engagement with FGA and People Ops West Battery to enable optimal prioritisation decision making.

Authority

5. SO2 OPS SURFLOT E is authorised to:
- Initiate and sign correspondence and release emails on all matters concerned with their primary and secondary purpose.
 - Liaise and provide advice and assistance to any internal or external agency, Command or authority in the execution of their primary and secondary purpose.
 - Represent People Ops WB SO1 at meetings and on committees relevant to their primary and secondary purpose as required.

Organisation



Tasks

6. In addition to the roles and responsibilities detailed above, SO2 OPS SURFLOT E tasks include:
- To be the Divisional Officer for CPO OPS SURFLOT E and ensure appropriate divisional responsibility for any other personnel temporarily assigned to OPS FWD SURFLOT E.
 - To Support Ops and Augmentation personnel in the execution of their duties.
 - Manage the co-ordination of Personnel OPDEFs/PERREQs, ensuring the most efficient delivery of Fleet OC, and report status via the People Ops weekly brief.
 - Minimise turbulence of personnel to reduce voluntary outflow and sustain long term branch structures.
 - Conduct Unit Manning Checks on all HMNB Portsmouth platforms in order to identify N1 risks and issues and to support the force generation process.
 - To provide written briefs and reports as required by higher authority.
 - To attend meetings as required.

Competencies

7. The post-holder is to be an OF3 RN of any branch or specialisation. There is no RRP associated with this role.
8. In addition, the post holder requires the following specific competencies:

Competence	Skill Level Advanced	Skill Level Intermediate	Skill Level Basic
MODNet			
MS Office Applications			
JPA/OBIEE		Acquired	
SCIO		Acquired	
FOUNDRY		Acquired	
Div Officer			

Committees

9. SO2 OPS SURFLOT E is to represent SO1 Ops at the following meetings as required:
- Daily Operations Brief.
 - Force Generation Working Group.

Issue and Review

10. Last reviewed: 15 Jan 21
Date of Issue: tbc
Date of Review: tbc

Signature of Job Holder

Signature of Line Manager

xxxxxx

Lt Cdr RN
SO2 OPS SURFLOT E

Date:

xxxxxx

Cdr RN
SO1 Operations

Date: