

TERMS OF REFERENCE: TMG IDT(RN) COS**PART A – POST DETAILS**

Post Title	SO2 IDT(RN)
Grade	OF3
Location	Phoenix Building, Whale Island
JPA Number	2116638
HRMS Job Family/Job Code	
Line Manager Name/Grade	TMG IDT(RN) SO1
Day-to-day Supervisor (if different)	
Countersigning Officer Name/Grade	Comdt TMG
Working Pattern (FT/PT/Alternative)/hours	FT
Security Clearance Required	SC

PART B - ORGANISATION & BACKGROUND**Details of Organisation/Business Directorate**

The post holder works as part of International Defence Training (Royal Navy) (IDT(RN)) and is primarily responsible for day to day management of the team on behalf of the SO1 IDT(RN). The post holder works across all aspects of IDT(RN) business in collaboration with Fisher Capita client partner to modernise and develop modern and progressive RN training for international partners and develop Defence Engagement and IG opportunities.

Job Purpose

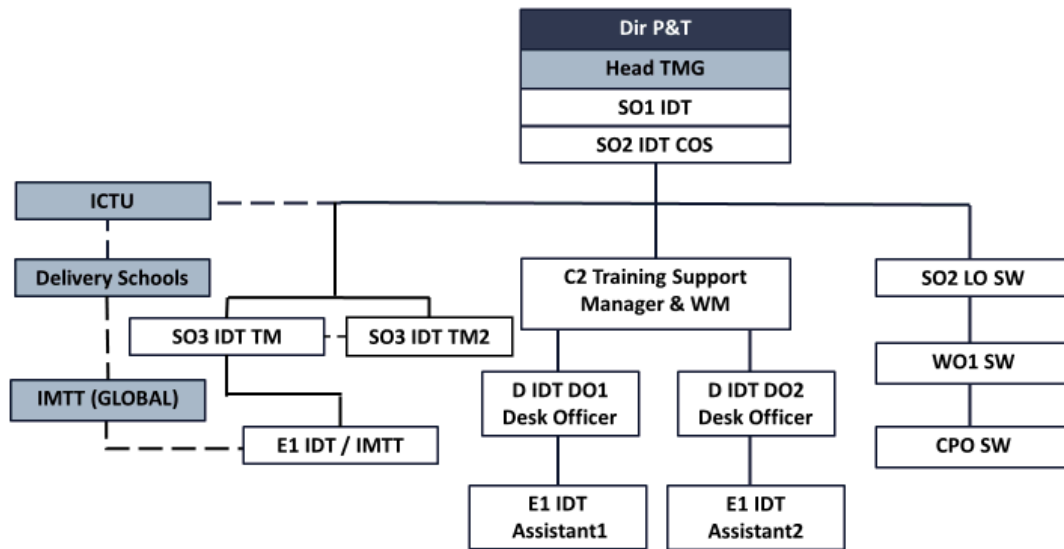
Subject to Delegated Authority, the post holder will be required to:

- Manage all IDT(RN) business activities. Supervise the progress of all workstreams and activity programmes out to one year where possible in liaison with all internal and external stakeholders for Cdr IDT, working in collaboration with Fisher Capita Client Partner.
- To continually promote IDT(RN) whilst deployed on visits or in office and in doing so promote Defence Engagement objectives, RN influence, Global Britton and prosperity agenda following JSP 510 policy.
- Oversee Divisional and welfare of the workforce and operate as the coordinator for whole ship training and ensure that all personnel undertake mandatory CS and military training in accordance with promulgated Naval Core Training. Oversee the induction of all new team members following TMG processes.

- To advise Cdr IDT on policy development for Executive issues including Security working with TMG USO on pan-TMG issues.
- Routinely review the BCP to ensure that BaU can be delivered, irrespective of the issues encountered.
- In conjunction with Training Establishment Executive, be accountable for IDT building and space allocation.
- To assist Cdr IDT, by managing the Divisional and reporting system, providing general advice on personnel issues, channelling specific casework to Command and the relevant specialist organisations. Supervise the organisation and administration of the divisional system, operate as the focal point for the dissemination of policy matters.
- Ensure that the highest values and standards of the Service are maintained, Royal Navy Standards and Ethos' with emphasis on all aspects of diversity and inclusivity.
- Deputise for the Cdr IDT in his absence.
- Attend any TMG Cmd Group meetings to provide an update on all matters of IDT business including morale, welfare and whole ship training.
- To assist in scoping training solutions for our international partners ensuring Diversity and Inclusion policy and directives are applied in conjunction with Fisher.
- Be responsible for monitoring IDT workspace appearance.

The post holder shall note that these approved TORs seek to describe the extent of the role and its responsibilities, as far as practicable. Ultimately, however, it is up to the individual to achieve the job purpose using their leadership, professional ability and management skills. Thus, these TORs should not be seen as prescriptive and post holders are expected to exercise initiative and be innovative, which may require operating outside their TORs. In these circumstances post holders are not to be constrained by their TORs in achieving success but must ensure that their line manager and others are kept informed as appropriate.

Organisation Chart



PART C - RESPONSIBILITIES

Responsible for:	Percentage
Management of IDT(RN) business activities both internal and external with strategic partner. Maintain an oversight and understanding of IDT Database and Escapade database activity.	30%
Maintain communication system for internal & external stakeholders relating to policy and direction is disseminated. Prepare and deliver IDT(RN) presentations to DAs as required.	25%
In conjunction with Training Establishment Executive, be accountable for TMG building and space allocation.	5%
Plan, design, coordinate and deliver the IDT(RN) induction process.	5%
Oversee the TMG Divisional reporting system for whole workforce.	5%
Attend the TMG Cmd Group meetings to pass and receive relevant information such as staff NCT requirements ¹ , and mandatory CS training.	5%
Author and routinely review the BCP to ensure that BaU can be delivered, irrespective of the issues encountered;	5%

¹ IAW [RNTM 07-031/19](#).

Operate as the TMG coordinator for whole ship training and ensure that all personnel undertake mandatory training in accordance with promulgated NCT and that shortcomings are reported to the Administrative Authority;	5%
To conduct Unit Security Officer (USO) duties;	5%
Understand the TMG Divisional process and assist Cdr IDT(RN), in support of the Divisional system, providing general advice on personnel issues, channelling specific casework to Command and the relevant specialist organisations.	5%
To Champion and promote the maintenance of 'Royal Navy Standards and Ethos' with emphasis on all aspects of diversity and inclusivity within the TMG;	5%

PART D - AUTHORITY

The IDT(RN) COS has the following authority:

Liaise with internal and external authorities up to 1* level to enable achievement of the 'Job Purpose'.

PART E - SUCCESS PROFILES

The following competencies, experience and behaviours are necessary for the role of IDT(RN) COS:

Competencies:

- a. In date for all NCT mandatory training.
- b. Protecting Information Levels 1, 2 & 3.
- c. ICSC(M).

Knowledge and experience:

- a. Knowledge of JSP 510 IDT, JSP 622 TM & BR 3 (Naval Personnel Management) (essential).
- b. Broad leadership and management experience, at sea, Ops, HQ & in training (essential).
- c. Experience of training delivery in a RN or professional environment (essential).
- d. Experience of leading or participating in the senior management of training and education delivery organisations (desirable).
- e. Experience of developing and maintaining constructive working relationships with partner organisations / commercial partners or working within a commercial environment (desirable).

Behaviours:

- a. Leadership.
- b. Communicating and Influencing.
- c. Working Together.
- d. Seeing the Big Picture.

- e. Making Effective Decisions.
- f. Achieving Commercial Outcomes.
- g. Delivering at Pace.

PART F - LEARNING & DEVELOPMENT

The post holder will be required to undertake all MOD Mandatory Training related to the post and site.

The post holder will be required to maintain the currency of their knowledge and skills relating to training/ education policies, standards, theories and methodologies through ongoing CPD.

PART F - SIGNATURES

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