

## Personnel Support Group (Portsmouth) Admin and Recovery Leading Hand - Terms of Reference

### PART A – POST DETAILS

<b>Post title</b>	Personnel Support Group Admin and Recovery Leading Hand (PSG Admin & Rec LH)
<b>JPA position number</b>	2200071
<b>Grade/rank</b>	Leading Hand (ANY)
<b>Location</b>	Murrays Lane, HM Naval Base Portsmouth
<b>Line Manager's Name</b>	PSG Recovery Cell WO
<b>Countersigning officer's name</b>	WO1 Personnel Support Group

### PART B — BACKGROUND & ORGANISATION

#### Background:

1. To be the POC for all nominated Ranks/Ratings assigned or landed to the Portsmouth Personnel Support Group (PSG). To maintain morale, discipline and welfare, ensuring personnel assigned to the PSG are gainfully employed during their recovery period and return to effective service
2. They are to provide support and guidance to all personnel assigned to the PSG for medical, disciplinary and welfare reasons.

#### Organisation:

1. The PSG is managed by NBC(P) and comprises of three sub-departments. A Warrant Officer (1) heads up each; the Recovery Cell (RC), Divisional Support Group (DSG) and Parent Support & Information (PS&I) sub-departments. Medical Staff and a Manpower Cell complete the setup.

### PART C – RESPONSIBILITIES

#### Primary Purpose:

- Working under the Line Management of the PSG Recovery Cell WO be responsible for processing all Joiners and leavers within the PSG, including delivering individual joining briefs and issuing joining packs.
- Initial point of contact for all service, civilian and contractors as the PSG reception.
- Data entry and upkeep of master employment spreadsheet of all PSG permanently assigned or temporary landed personnel.
- Distribution of information to all assigned PSG personnel via email, telephone and voice primary.
- Responsible for compiling bi-weekly muster attendance register
- PSG Leading Hand roster writer for establishment duties.
- Promote adherence and execution of RN Ethos whilst maintaining good order, discipline and the wellbeing of Service personnel in accordance with QRRNs and BR3.
- Maintain contact as required, directly or indirectly, with the widely dispersed PSG personnel. Ensuring a comprehensive compilation of employment records.

- Deliver information to Service personnel as both Professional and Discipline situations require.
- Be conversant with the primary purpose and secondary responsibilities of PSG LH1 ensuring business continuity is maintained in the event of their absence.
- To assist the PSG DEPCO with the routine housekeeping of the PSG Sharepoint team site, updating links, ensuring the defence convention of file naming is adhered to.

### **SECONDARY ACTIVITIES AND RESPONSIBILITIES**

- Assist in the provision of on-job training for newly joined PSG Employees, so that they may effectively fulfil their responsibilities and duties.
- Assist in the Temporary Employment Cell when directed.

### **ACCOUNTABILITY**

The PSG LH is accountable to the PSG RC WO1 and PSG DEPCO.

### **AUTHORITY**

#### **PSG LH is:**

- Authorised to liaise directly with Employers and external Departments relating to all employment issues.

### **EQUALITY AND DIVERSITY**

Responsible for ensuring that Equality and Diversity policies are maintained by all PSG assigned and landed personnel. Post Holder's responsibility to ensure that the working environment is free from harassment and that the dignity of others is respected. Line Manager is to ensure that their own conduct or behaviour does not cause offence and will actively discourage colleagues from harassing others.

## **PART D — ACCOMPLISHMENT SKILLS & KNOWLEDGE PROFILE**

### **Competences required:**

**Essential:** Substantive LH.

**Desirable:** *Mental Health First aider*

### **Learning & Development:**

*Post Joining:*

Stay in date for all Naval Core Training (NCTs) as directed by LM.

Any competencies not held as opportunity arises. PCD is strongly encouraged and supported.

## **PART E — ADDITIONAL REQUIREMENTS**

### **Health & Safety:**

Post holder must be fully acquainted with the Establishment's Health & Safety and Environmental Protection Regulations and procedures at Her Majesty's Naval Base Portsmouth and complete all mandatory training.

**Equal Opportunities & Diversity**

Post holder must adhere to the RN D&I policy and complete all mandatory training.

**Learning & Development**

Line manager and post holder are both responsible for ensuring the post incumbent's training needs are identified and agreed within their Personal Training and Development Plan and reviewed at 6 monthly intervals, or more frequently, if subject to flexible resourcing requirements.

**PART F — SIGNATURES**

**Post holder:**

*Name:*

*Signature:*

**Line Manager:**

*Name:*

*Signature:*

**Date agreed:**

**Date for review:**