

Issue Date:

Review Date:

## **TERMS OF REFERENCE FOR**

Post Holder:

Full Title: RN|Logistics Services|Stores Accounting - Submarine/STORESLH|1100977

Short Title: STORESLH|1100977

### **Part 1: Job Summary**

#### **PREAMBLE**

Part of the function of the SUBFLOT Support Group (Devonport) is to provide personnel to support the Complement Reduction phase of the Trafalgar Class submarine disposal programme. On completion of a submarine's operational life, a period of over 2 years is required to prepare the platform for long-term storage in order to manage decay heat, secondary and hotel systems until they can be safely decommissioned. As a member of a close-knit team you will assist in this process, using your skills as a specialist submariner to safely and effectively operate and maintain the unit. This will include the provision of specialist advice to our industry partners, Babcock International and the Submarine Delivery Agency, with whom you will work closely. Submarine disposal presents a unique challenge which is not encountered in an operational platform, therefore you will need to be a critical thinker with a flexible approach. This position requires you to watch keep in a structured and stable watch bill. You must be medically fit enough to attend all relevant training courses.

#### **PURPOSES**

1. Primary Purpose.

Trafalgar Class Qualified Watch Keeper.

2. Secondary Purposes.

Armed Sentry and Quarter Master (full training will be given).

Assist with stores accounts & audits, with the challenge of learning new skills to enable you to work outside of your specialist area.

Assist with the development of subordinates.

Member of submarine's Emergency Response organisation.

#### **ACCOUNTABILITY**

You will be accountable to the Senior Naval Officer (SNO).

#### **TASKS**

Provide Stores accounting assistance to assist with the disposal project

Act as Upper Deck Trot or Access Control Office Watch keeper depending on the stage of the disposal.

Operation of alerting system in the event of an emergency.

Work on any SUBFLOT Support Group (Devonport) platform as directed by the SSG(D)CO.

Undertake duties as required to assist in safe and timely disposal of decommissioned Submarines.

Conduct Fire Fighting duties as required.

Undertake minor administrative tasking.

### **ESTABLISHMENT DUTIES** (if req)

Not required.

### **COMPETENCIES**

3. The post holder is to have the following qualifications / experience:

<b>COURSE REFERENCE</b>	<b>SKILL LEVEL (ADV/INT/BASIC)</b>
NMT 103/105	Highly Desirable or training given
T Class SMQ	12 months sea-going experience
CBRNDC12(R)(SM)	Preferred or training given (MCA accredited)

### **Part 2: Key Change Objectives**

(To be agreed between employee and Line Manager annually or on taking up the post)

1. During the next 24 months, the post holder is to direct his efforts to achieve his primary and secondary purposes, with the following specific targets:

As an Upper Deck Sentry you will be an essential part of the Ship's Protection Force. Providing an armed deterrent and you will be responsible to the Officer of the Day (OOD) for security of the casing and initial response. Later in the disposal process you will be employed as an Access Control Office Watch Keeper, acting as the OOD's first point of contact for contractors, with additional responsibilities for control of work, auditing and maintenance when not on watch.

Signature of Job Holder

Signature of Line Manager

Date:

Date: