

| TERMS OF REFERENCE | |
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| PART A – POST DETAILS | |
| Post Title | TMG SO3 TRANSITION SUPPORT |
| Grade | OF-2 FTRS (LC) |
| Location | West Battery, Whale Island |
| JPA Number | 2121407 |
| HRMS Job Family/Job Code | N/A |
| Function (eg Finance, HR) | TRAINING MANAGEMENT |
| Line Manager Name/Grade | TMG EC AND ITAR SO2 OF3 |
| Day-to-day Supervisor (if different) | |
| Countersigning Officer Name/Grade | N/A |
| Working Pattern (FT/PT/Alternative)/hours | FT |
| Security Clearance Required | SC |

| PART B - ORGANISATION & BACKGROUND |
|---|
| <p>Details of Organisation/Business Directorate</p> <p>Under the Selborne contract, the Contractor has responsibility for management of the training output for in-scope training. The Training Management Group (TMG) is how the Authority manages its support and assurance of the training system to ensure standards are maintained and services are delivered.</p> |
| <p>Job Purpose - background and context</p> <p>The TMG is the construct to enable collaborative working between the Authority and the Selborne Contractor and day-to-day management of the training service. It provides a forum for decision-making and the mechanism to agree change, tasks and service improvement / modernisation priorities.</p> <p>The Authority's role within the TMG is to oversee, assure, consult, inform and influence, not to determine the way the Contractor delivers its services.</p> <p>The Authority provides suitably resourced and empowered technical, commercial and finance functions necessary to manage the contract, enable the agile and responsive management of change, and support the timely resolution of emergent risks and issues.</p> |

The main duties of the SO3 Transition Support is to contribute to and manage the processing and administration of Service Commencement Dates (SCDs) on behalf of the Authority within the TMG EC team.

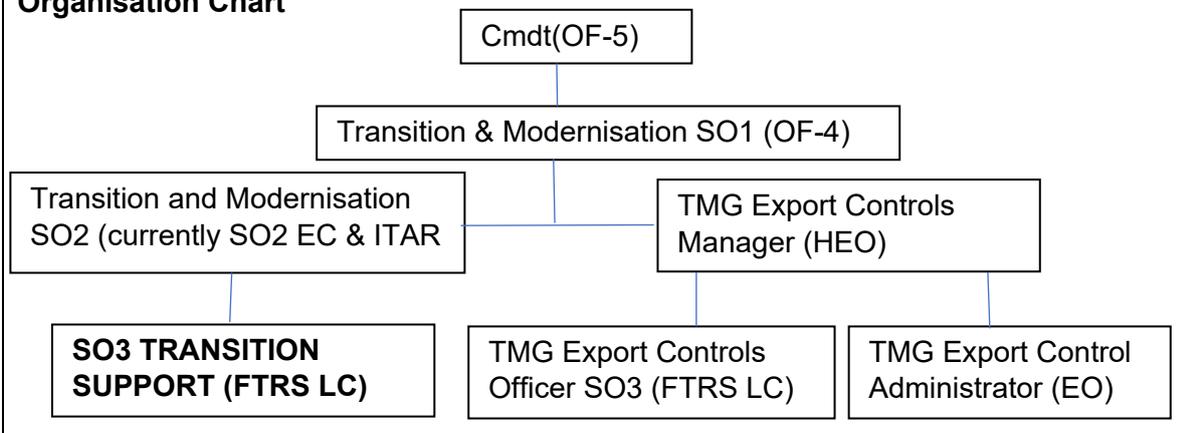
Additionally, the post holder will be asked to provide support to the wider Modernisation and Transition Pillar and the TMG.

The post holder will be functionally responsible to the TMG.

The post holder will be required to:

- Manage Authority assurance of Schedule 2.1 'Transition' of the Selborne Contract;
- Manage and contribute to, the processing and administration of EC authorisations within the TMG EC team to support progress towards and achievement of maritime and MOD shared objectives and aims;
- Proactively engage with industry counterparts to build relationships and work collaboratively to resolve challenges and mitigate risk to programmes.
- Demonstrate a strong working knowledge of JSP 822 and associated governance processes.
- Contribute to internal team development by helping to create, maintain and improve internal documentation, process and guidance and look for opportunities to improve ways of working and/or outputs..

Organisation Chart



PART C - RESPONSIBILITIES

| Responsibility | Percentage |
|--|------------|
| 1. Manage the processing and administration of Transition activity for the TMG | 50% |
| 2. Attend relevant meetings in support of Transitions iaw SCD Schedules within the Selborne contract. | 20% |
| 3. Provide wider support to the Modernisation and EC teams within the TMG. | 10% |
| 4. Support SO1 Modernisation and Transition with day-to-day management of Transition within the Selborne contract. | 10% |

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|---|----|
| 5. Liaise and support external teams with wider Transition support. | 4% |
| 6. Support day-to-day management of the Selborne contract. | 3% |
| 8. Prepare briefs and statistical data for management purposes. | 3% |

PART D - SUCCESS PROFILES

Behaviours:

The following Competencies, Knowledge and Experience are necessary for the role of TMG Export Controls Officer SO3:

Competencies:

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

Knowledge and Experience:

- a. Knowledge of JSP248 and JSP822 (desirable).
- b. Experience of training and/or education delivery in a RN or professional environment (essential).
- c. Knowledge of good practice theories, tools and methodologies relating to training and education provision (desirable).
- d. Experience of developing and maintaining constructive working relationships with partner organisations / commercial partners or working within a commercial environment (desirable).

PART E - LEARNING & DEVELOPMENT

The post holder will be required to undertake all MOD Mandatory Training related to the post and site, and to support the training of direct reports.

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

Signature

Line Manager:

Name

| | |
|-------------------------|--|
| Signature | |
| Date agreed: | |
| Date for review: | |