

**DefDig TERMS OF REFERENCE
Form No 201**

PART A — POST DETAILS

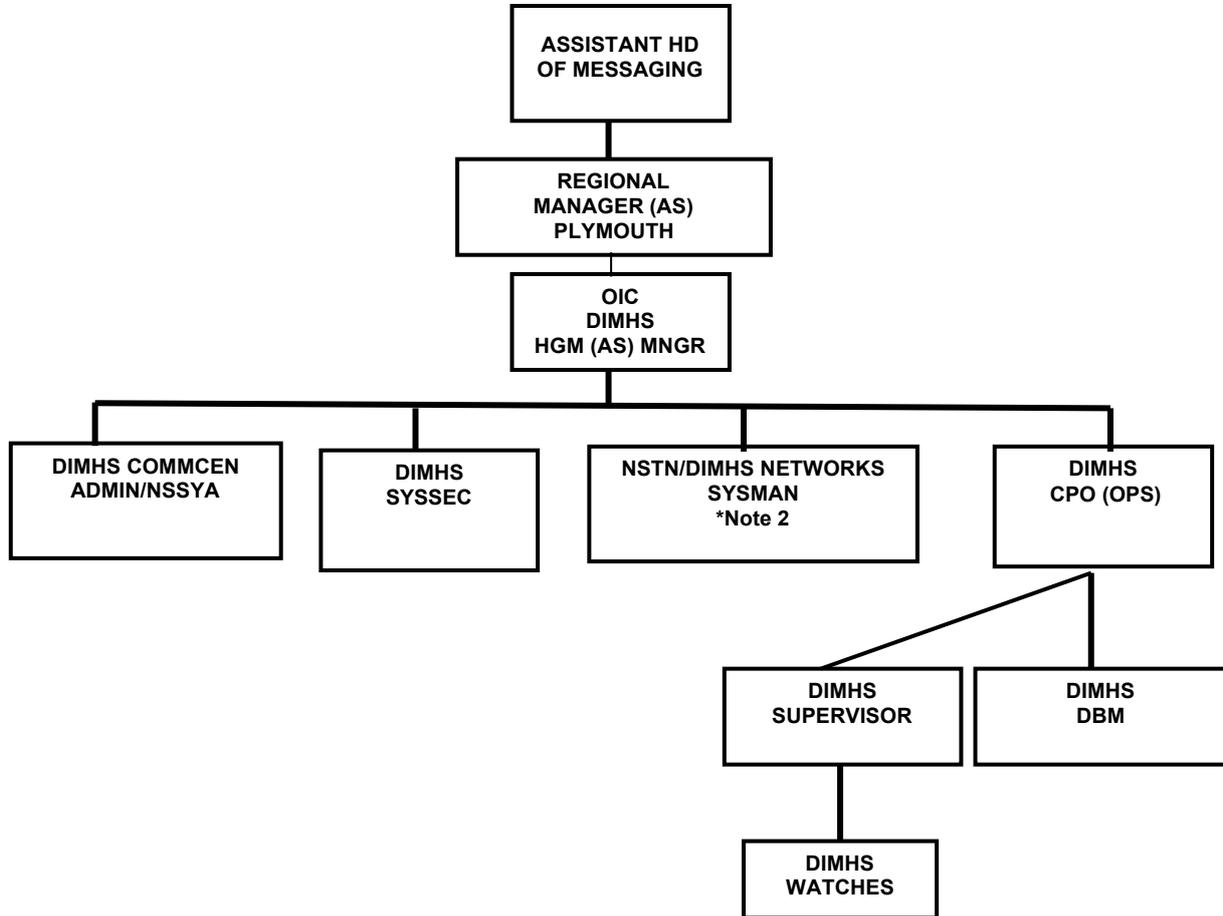
Post Title & Team: DEFDIG NORTHWOOD NJSC WATCH SUPERVISOR
HRMS or JPA Position Nos:
Grade / Rank: PO
Security Clearance for Post: DV, STRAP3
Location: NJSC NORTHWOOD HQ
Line Manager's Name: NJSC CPO(OPS)
Countersigning Officer's Name: HGM OPS WO

PART B — BACKGROUND & ORGANISATION

<p>Job purpose – description, highlighting key subject areas:</p> <p>Primary role(s):-</p> <ol style="list-style-type: none">1. To maintain the operational efficiency of the DefDig National Joint Special Commcen (NJSC) during his/her period of duty.2. Ensuring established procedures are adhered to throughout their shift <p>Secondary role(s):-</p> <ol style="list-style-type: none">1. To act as divisional senior rating for all junior ratings on his/her watch so that all divisional needs and requirements are met.2. To act as 1RO for military personnel on their watch as directed.3. To maintain the security of the DefDig NJSC Commcen and its contents on behalf of the OIC DefDig NJSC during his/her watch.4. To train operators to achieve a competent level of expertise in the Special communications procedures and doctrines, and to provide task book and training guide training for ratings.5. To recognise, apply and promote UKStratCom DefDig core values and behaviours.

**DefDig TERMS OF REFERENCE
Form No 201**

Organisation – description of function and / or organisation chart:



Note :

1. During the absence of the OIC NJSC, The CPO(OPS) will have functional control over all NJSC Staff.
2. NSTN/DIMHS Network Sysman is directly accountable to Regional Manager (S) for all NSTN Duties



PART C — RESPONSIBILITIES

Key responsibilities

Principal tasks:-

1. . The DefDig DIMHS Watch Supervisor is to be fully conversant with the procedures and operating instructions laid down in:
 - a. DefDig Commcen Standing Orders.
 - b. All relevant General Service and Special Communications publications.
 - c. Any temporary or standing operating instructions/procedures that may be promulgated.
2. Establish and conduct a close and satisfactory liaison with the Northwood engineering staff to fulfil the primary purpose.
3. To maintain a log of all signal traffic affecting the current and future operations of DefDig DIMHS circuits.
4. To promulgate to higher/relevant authorities the failure to achieve external mobile connectivity one hour after promulgated activation times.
5. Maintain a full written account of all engineering/personnel/relevant occurrences during the period of his/her watch.
6. Provide a weekly brief to OIC DIMHS/DIMHS CPO(OPS) on operational and cryptographic matters.
7. Check Decrypt all off-line signals prior to transmission.
8. Inform the relevant Daystaff of any major occurrences/staff absences/computer/database problems or circuit outages in excess of 1 hour, which may affect operational effectiveness of the DIMHS Commcen. Ensuring that GIN signals are sent in accordance with RNCP 1 if required.
9. Liaise with the DIMHS computer operator on all matters affecting the operations of the DIMHS computer.
10. Maintain/update database records in accordance with promulgated amendments or as directed by the DIMHS DBM.
11. To train all operators to achieve a competent level of expertise in their assigned tasks within the DIMHS Commcen and give guidance and training towards completion of ratings task book.
12. To forward draft reports and request forms to relevant divisional officers as required.
13. Conduct a muster of all accountable material under his/her charge during the period of watch.
14. Ensure the correct handling/distribution of DELTEXT messages by the off line crypto operator.
15. Promulgate to relevant authorities, the Northwood daily SI ROUTEMASTER.
16. To send the daily “night report” email to DefDig Messaging Desk, Corsham.

Secondary tasks:-

1. Carry out daily destruction of keymat with an authorised person.
2. Maintain and update watch training records
3. Implement Changes/Corrections to publications as laid down in Operating Instructions



DefDig TERMS OF REFERENCE
Form No 201

Authority (*eg line management, project, etc*)

1. The DefDig DIMHS WATCH SUPERVISOR has direct authority over all DefDig DIMHS watchkeeping personnel within his/her shift.
2. The DefDig DIMHS WATCH SUPERVISOR is authorised to liaise with internal and external authorities as necessary to ensure that the communications and integrity of the DefDig DIMHS Commcen is maintained.
3. The DefDig DIMHS WATCH SUPERVISOR is directly responsible to the DefDig DIMHS CPO(OPS) for the efficient running of the DefDig DIMHS Commcen.

PART D — SKILLS & KNOWLEDGE PROFILE

Core Competencies – required background experience and attributes:

**Mark Selection with X*

Essential:

Seeing the Big Picture	x	Building Capability for All	
Changing and Improving		Achieving Commercial Outcomes	
Making Effective Decisions	x	Delivering Value for Money	x
Leading and Communicating		Managing a Quality Service	x
Collaborating and Partnering	x	Delivering at Pace	x

Desirable:

Seeing the Big Picture		Building Capability for All	X
Changing and Improving		Achieving Commercial outcomes	
Making Effective Decisions		Delivering Value for Money	
Leading and Communicating	x	Managing a Quality Service	
Collaborating and Partnering		Delivering at Pace	

Functional Competencies:

Essential : See HRMS Functional competencies post Profile

Desirable :

Professional / External Qualifications:

Essential : As in HRMS post profile (if applicable)

Desirable :

Learning & Development:

Pre-joining Essential : DV including Sensitive Post Check (SPC)

Pre-joining Desirable: GENOP and COMPOP Training

Post Joining : GENOP and COMPOP Training



**DefDig TERMS OF REFERENCE
Form No 201**

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 Northwood and complete all mandatory training.
Equality & Diversity: Post holder must adhere to the Defence Digital Equality & Diversity Policy and complete all mandatory training.
Learning & Development: Post holder is responsible for ensuring that his/her training needs are identified and agreed with his/her line manager and reviewed at 6-monthly intervals. Post holder must ensure that all DefDig mandatory training is completed.

PART F — SIGNATURES

Post holder: <i>Name:</i> <i>Signature:</i> _____
Line Manager: <i>Name:</i> NJSC CPO(OPS) <i>Signature:</i> _____
Date agreed:
Date for review: + 12 months



**DefDig TERMS OF REFERENCE
Form No 201**

the post incumbent should sign it on acceptance of the post (or soon after).