

STRATEGY & POLICY DIRECTORATE TERMS OF REFERENCE

1. POST DETAILS

Post Title	SO2 PERS CCF RN-RM
JPA Number	2067435
Role Title	SO2 Personnel CCF RN-RM
Rank/Grade	OF3
Branch	Any
Location	Portsmouth
Reporting Chain	1RO: CDR CCF 2RO: Hd CY STEM
Line Manager Responsibilities	1 x CS D Band; 3 x CS E1; 1 x Skill Zone 2; 1 x CPO FTRS; 1 x WO1 SUPPORT
Level of Security Clearance Required	SC
Primary/Secondary Career Fields	Managing Defence (CY & STEM)
FKSE Awarded	

2. BACKGROUND

The Strategy & Policy Directorate leads the development of RN strategy, through a strategic balance of investment process, manages RN engagement with Ministers, the Ministry of Defence, Parliament, the other Front-Line Commands, allied Navies, other Government Departments, the Maritime Enterprise, academia and think tanks and the general public, developing and coordinating corresponding Navy policy.

The Combined Cadet Force RN/RM HQ, under Cadets, Youth & STEM, is responsible for developing and delivering a challenging and stimulating 'cadet experience' within schools that develops and inspires young people through the ethos and standards of the Royal Navy and Royal Marines.

3. ROLE DESCRIPTION & SPECIFIC RESPONSIBILITIES

The postholder is foremost the Personnel lead for CCF RN/RM HQ, but also deputises and supports the Commander CCF (CDR CCF), and assists Head Cadets, Youth & STEM providing surge capacity and dedicated cover during periods of absence.

Key tasks include:

- Manage the Personnel Department within CCF RN HQ. Manage and guide the 4 Civil Service Administration Officers in following both Tri-Service and single Service HR Cadet process and policies.

- Provide guidance and governance to CCF RN/RM school Contingents and Cadet Force Adult Volunteers regarding applications, remuneration, promotion, resignation, medals and disciplinary matters.
- Oversee and ensure the routine review of all CFAV DBS clearances
- Provide guidance and governance to all HQ civilian Staff and CFAVs.
- Oversee the recruitment for Civil Service posts.
- Oversee the recruitment for all FTRS military positions within the organisation.
- Managing the Establishment (agreed cadet numbers) within each RN/RM Section
- Manage the CCF HQ Logistics Team
- Manage the Travel and Subsistence budget on behalf of CDR CCF.
- Act as Motor Transport Officer
- Engage and work with Regional Cadet HQ in Aldershot and Regional Brigades and act as the CCF RN/RM 'lead' on any personnel-related workshops or policy re-writes, attending relevant meetings as required.
- Attend Working Groups/Project meetings representing CCF RN/RM HQ at both single Service and tri-Service levels.
- To act as the first point of contact within CCF(RN/RM) HQ for administrative matters with Cadet Force Adult Volunteers, reporting on CCF RN/RM Sections and submitting timely reports if required
- Act as IT Security Officer
- Deliver the Cadet Expansion Programme targets and outcomes on behalf of the CDR CCF, assisted by WO1 SUPPORT
- Routinely compare each school's CCF RN-RM Section performance against Establishment (agreed cadet numbers), providing routine reporting to CDR CCF.
- Co-ordinate the RN-RM Biennial Review programme, securing Review Officers from within the RN's current OF5 and above.
- To act as Divisional Officer and Reporting Officer for nominated staff within CCF HQ
- Carry out additional tasks and duties appropriate to Rank / Grade / Experience as directed by CDR CCF and Head Cadets & Youth and STEM

4. PERFORMANCE ATTRIBUTES

Success Profiles Framework	Priority Component Features
Professional Effectiveness	Must be able to able to deal with, and prioritise, workload and deadlines from multiple work strands, adhering to safety and safeguarding regulations at all times.
Problem Solving & Decision Making	Must be able to lead a team and prioritise tasking in accordance with Hd CY & STEM and CDR CCF guidance. Dealing with and resolving issues raised by civilian Adult Volunteers and Military Staff. Reviewing and improving current processes. Ability to look forward. Must be able to manage and drive change forwards.
Communication & Influence	Must display strong communication, ability to inform and persuade in a logical, fluent, convincing manner. Staff work must be accurate and to a high standard.

5. QUALIFICATIONS & EXPERIENCE

Education/Training	Type	Priority	Comments
Military Quals	ICSC(M)	Desirable	
Other Quals/Competencies	Staff Officer experience; SC; Enhanced DBS; Full UK Driving License to include categories B, B1, B+E, C1, C1+E, D1	Essential Essential Essential Essential	Completed in role

6. PRE-APPT TRAINING/BRIEFINGS/VISITS REQUIRED

None

7. AUTHORITY AND COMMITTEES

The post holder is authorised to liaise directly with internal and external stakeholders as necessary on behalf of the CDR CCF for the delivery of these responsibilities.

8. APPROVAL & REVIEW

SIGNATURES	
Post holder:	
Name	
Signature	
Line Manager:	
Name	
Signature	
Date:	