

TERMS OF REFERENCE FOR WILDCAT MARITIME FORCE (WMF) PROGRAMMING OFFICER

Introduction

1. The position of WMF Programming Officer (PROGO) is embedded within the Squadrons with the role of co-ordinating the flying programme for Wildcat (WHMA) helicopters.

Purpose

2. **Primary purpose.** WMF PROGO is to manage planning, operation and production of the WHMA flying programme, through STARS, to maximise efficient utility of Wildcat aircraft and to meet all aspects of required tasking and training.

3. **Secondary purposes.** WMF PROGO is to:

- Promulgate a WHMA daily FLYPRO, maximising efficiency of 815-825 Wildcat aircraft availability through the Wildcat Asset Sharing Process (WASP).
- Liaise with HQ OPS, Sqn TOs (including PTO, OTO, MI & WTC) and Station Air Ops to form operational and training requirements for Wildcat helicopters and aircrew, keeping Sqn Duty Officers (DI & DA) up-to-date with aspects of the FLYPRO that will affect J3 Current Ops.
- Liaise with the Squadron Engineering Offices and Watch CPO to agree availability and role requirement of aircraft and understand constraints that will impact flying.
- Liaise with WTC to bid for and agree simulator slots that meet operational and training requirements, aligned with MAST, PDT and course structures.
- Act as STARS Administrator, coordinating personnel joining STARS and Flights embarking in ships, briefing courses on the system maintaining a close liaison with the STARS team at JHC and Brize Norton and advising on and resolving STARS issues for all Force personnel.
- Attend daily engineering meetings, weekly Force / Sqn Ops planning and training meetings, representing WMF at Station weekly Ops planning meetings when required.

Accountability

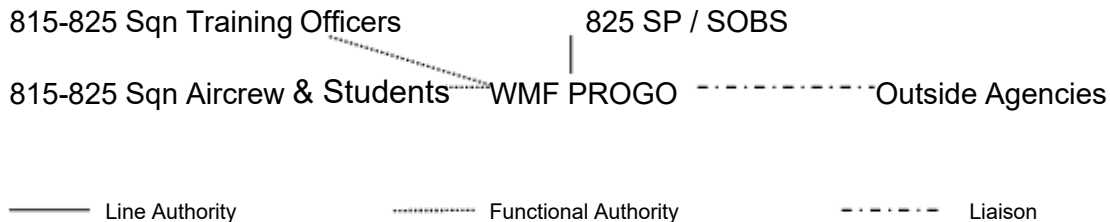
4. WMF PROGO is accountable to the 815 and 825 Squadron Training Officers, on behalf of 825 SOBS, for daily business. Whilst line managed within 825 NAS, WMF PROGO remains a Force Officer, with the oversight of the WMF HQ Deputy Force Commander.

Authority

5. WMF PROGO is authorised to liaise with all MOD agencies and external organisations as required to discharge responsibilities.

Organisation

6. Organisational diagram:



Tasks

7. WMF PROGO's primary tasks are to:

- Plan and produce a WHMA FLYPRO that meets the requirements of non-discretionary tasking, aircraft generation, GTS, aircrew mandatory training and discretionary tasking as directed.
- Ensure regular effective liaison is achieved with personnel who contribute to and are affected by all aspects of the FLYPRO. This includes all Sqn EXECs, Sqn Training Officers, Sqn Ops Officers, Engineering Teams, WTC, HQ OPS, Sqn Duty Officers, Station Air Ops and other outside agencies.
- Weave Station events that will impact flying and personnel into the FLYPRO.

Competencies

8. In general the post holder is to be:

- OF3.
- Lynx / Wildcat X (O/P) or have proven aviation & maritime operations experience.
- ICSC(M) qualified.

Committees

9. WMF PROGO is to attend the following committees / meetings:

- Daily Squadron Engineering Serviceability / Requirements meeting.
- Weekly Squadron Ops planning meetings.
- Weekly WMF Ops planning meeting.
- Weekly Yeovilton Station Ops co-ordination meeting, as required.

Post Holder

As the Post Holder, I am competent to carry out this role and I have sufficient training and experience to be able to fulfil my responsibilities.

Signature:

Name: M W West

Rank: Lt Cdr RFR

Date: 20 Oct 20

Line Manager

As the Line Manager, I accept that this Post Holder is competent to carry out this role.

Signature:

Name: G A R Renaud

Rank: Lt Cdr RN

Date: 20 Oct 20

WMF HQ

As the Deputy Force Commander, I accept that this Post Holder is competent to carry out this role.

Signature:

Name: G S Cooke

Rank: Lt Cdr RN

Date: 20 Oct 20