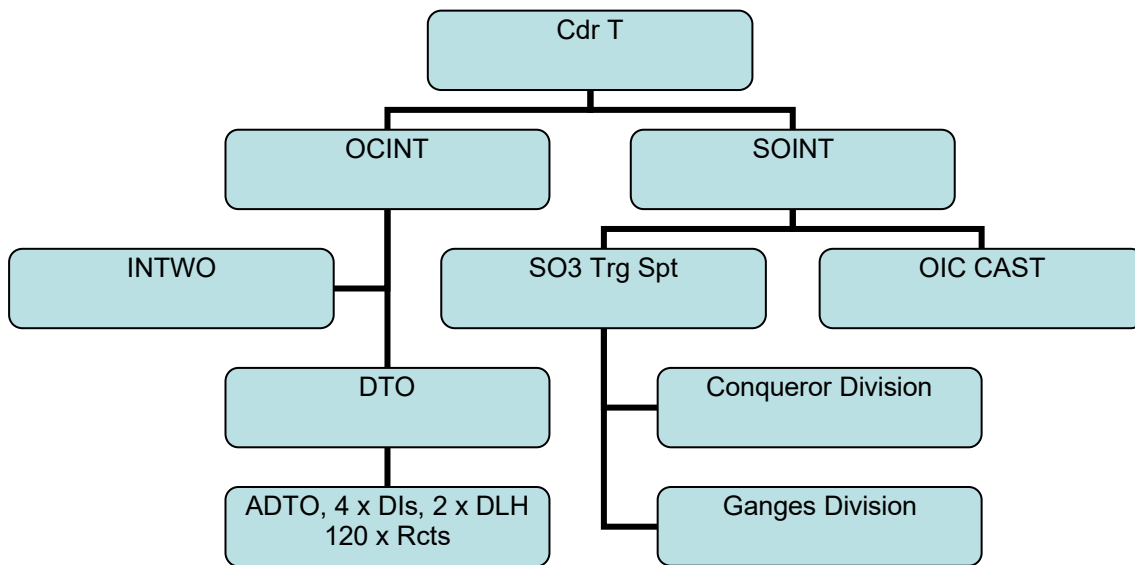


**TERMS OF REFERENCE - INT(R) DIVISIONAL TRAINING OFFICER (DTO)**

1. **PURPOSE.** To assume responsibility for training Division as directed by OCINT and in accordance with the HMS RALEIGH Initial Naval Training Standing Orders.
2. **SUPERIORS.** The DTO is accountable to OCINT for the management of:
  - a. High standards of trainee training.
  - b. Development and oversight of Divisional Instructors.
  - c. Effective regulation, administration and material state of the Division.
  - d. Trainee Care and Welfare.
3. **AUTHORITY.** The DTO is:
  - a. **Authorised to:**
    - (1) Deliver all aspects of training support required for the successful delivery of the 10-week INT course.
    - (2) Carry out Staff Risk Assessments on New Joiners as required by the Command.
    - (3) Demand and expend Naval Stores in support of the training task within HMS RALEIGH.
    - (4) Liaise with outside agencies for matters affecting Training.
    - (5) Liaise with Rcts' families, Next of Kin or legal guardians.
  - b. **Given Authority over:**
    - (1) All Divisional Phase One Instructors.
    - (2) All Divisional Phase One Rcts.

#### 4. ORGANISATION



#### 5. PRINCIPAL DUTIES. The principal duties and high-level tasks for DTOs are as follows:

a. **Divisional Officer:**

- (1) Responsible for management of Divisional Training Staff iaw BR3.
- (2) Responsible for management of Rcts iaw BR3 and INTSOs.

b. **Training Officer:**

- (1) Perform Instructional duties as required within the INT(R) trg programme iaw INTSOs and DTTT.
- (2) Carry out Divisional Training Management tasks to ensure compliance and local audit iaw DSAT.
- (3) Carry out Module Responsible Officer duties iaw INTTMs and INTSOs.
- (4) Provide and promote Coaching and Mentoring to Rcts and associated reports iaw INTSOs and CAST requirements.

c. **Divisional Command, Leadership and Management:**

- (1) Ensure INTSO and ESO compliance within Division.
- (2) Promote and uphold Service Ethos and Core Values among Staff and Rcts.
- (3) Ensure maintenance of Discipline and Standards amongst Staff and Rcts.
- (4) Responsible for Divisional administrative processes and outputs.

d. **Other Duties:**

- (1) Perform Guard Officer routines.
- (2) Ensure Divisional H&S and D&I compliance.
- (3) Carry out Phase One Duty Officer Routines and Establishment OOD during Leave Periods.
- (4) Carry out additional taskings as directed by Command.

6. **PRE-APPOINTMENT TRG.**

a. **Essential:**

- (1) DTTT.
- (2) Divisional Officer's Course (RNLA).
- (3) JOLC 1 and 2 (RNLA) (for SO3).
- (4) WOSC (RNLA) (for WO1).
- (5) DBS check.

b. **Desirable:**

- (1) First Aid Cse.
- (2) FMT 600.
- (3) EDIA