

Issue Date: 20230117

Review Date:

TERMS OF REFERENCE FOR

Post Holder:

Full Title: LOG SUPPORT ES TP SUSTAIN CSGT

Short Title: LOG SQN ART(V)

Part 1: Job Summary

PREAMBLE

PURPOSES

1. Primary Purpose.

The CSgt ArtV is responsible to IC Log Spt for all Equipment Support matters relating to vehicles and plant. They are to lead and manage the Vehicle Technician and Fabrication Technician workshops exercising independent command, leadership, engineering, and managerial judgement. As the most senior vehicle engineer position with the unit and subject matter expert, they are to advise the WOES and IC Log Spt on all engineering practices and provide engineering guidance to all ranks within the department and level 1 users throughout the unit. They are responsible for the quality control of all engineering activities within their department and must ensure all maintenance and inspection tasks are conducted IAW with current policy and legislation.

2. Secondary Purposes.

To be responsible for all building managerial tasks, ensuring all HSE and workshop policies are adhered to whilst in unit and deployed. Complying with all uk legislation and conforming to military standards where required, utilising up to date policy and guidance. This includes but not limited to TME calibration, LRE, HUSLE, Risk assessments, COSHH, and ESRS inspection standards.

ACCOUNTABILITY

3. The Log Sqn Art(V) is accountable to OC Log Sqn via IC Log Support.
4. 1RO will be OC Log Sqn, 2RO will be CO 30 Cdo.

AUTHORITY

5.

TASKS

6. The post holder is to carry out the following tasks:
 - a. The good order, discipline and bearing of all VT Wksp Personnel, including SZ3. Managing all in an effective manner in line with unit policy.
 - b. Provide subject matter engineering advice to OCES/WOES, and deputise for WOES when required.
 - c. Coordinate and manage all vehicle maintenance, repair, and modifications in line with OCES direction and priorities
 - d. Manage all VT WKSP ES resources in line with relevant doctrine and unit policy and ensure Wksp EC Training is completed as directed by WOES.

- e. Provide OCES with detailed MS on all VT WKSP personnel as required, draft MPAR's and SJARS.
- f. Identify areas within VT WKSP in which the EC system is not working or requires improvement, recommending corrective action.
- g. Ensure all Directives and policies contained within the technical documentation and instructions issued by higher formation are being applied.
- h. Ensure monthly checks are conducted on all WKSP paperwork including JAMES, Calibration, 1043's 8800's to ensure that they are completed correctly.

ESTABLISHMENT DUTIES

7. 6. The post holder will carry out the following Establishment Duties:
 - a. Establishment Duty SNCO / Officer as required by the CoC.
 - b. Support the Commando Forces Sergeants' Mess as required by the RSM.

COMPETENCIES

8. The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)
RM ART(V)	RM Artificer Vehicle Trained (RM) Navy	
JAMES Repair Manager		

Part 2: Key Change Objectives

(To be agreed between employee and Line Manager annually or on taking up the post)

1. During the next 12 months, the post holder is to direct his efforts to achieve his primary and secondary purposes, with the following specific targets:
 - a.
 - b.
 - c.
 - d.

Signature of Job Holder

Signature of Line Manager

Date:

Date: