

Issue Date:

Review Date:

TERMS OF REFERENCE FOR

Post Holder: Lt Cdr/Maj RM (OF3)

Full Title: RN Cadet Forces Project Manager

Short Title: RNCF PM

Part 1: Job Summary

PREAMBLE

The Cadets & Youth and Science Technology, Engineering & Mathematics & University Technical Colleges (C&Y and STEM & UTC) organisation, led by Hd CY & Hd STEM/UTC is responsible to Dir Strategy & Policy (DSP), through the functional leadership of Dep Dir RN Cadet Forces and Dep Dir STEM & UTC¹. RNCF PM is embedded in HQ RN CF and STEM & UTC.

PURPOSES

1. Primary Purpose.
The RNCF Project Manager responsible for establishing an interim accommodation and enduring accommodation solution in the Portsmouth area to enable RN Cadet Forces and STEM & UTC young people to conduct residential activity, afloat and ashore – the cornerstone of the cadet experience.

ACCOUNTABILITY

2. 1RO: Hd C&Y and STEM/UTC
3. 2RO: DD RNCF & STEM & UTC

AUTHORITY

4. All of the Cadet & Youth and STEM & UTC organisations sit within the command chain of Dir Strat & Pol, and ultimately the 2SL and MoD Reserve Forces and Cadets (RF&C) for the Minister for Armed Forces (Min AF).

TASKS

5. The post holder is to carry out the following tasks:
 - a. Identify RNCF infrastructure goals and project delivery clearly
 - b. Define all activities necessary to acquire project goals and objectives.
 - c. Identify needed members for project team.
 - d. Record document concisely and clearly all projects.
 - e. Identify prime risks and limitations within project plan.
 - f. Evaluate and determine plan variance from project performance.
 - g. Oversee precise project results to identify if relevant quality standards area attained
 - h. Collect and present performance information related to infrastructure projects.
 - i. Identify prospective conformance and rigid concerns associated with project initiatives
 - j. Identify probable impact to associates, clients and shareholders

¹ DD RN CF and DD STEM & UTC is embedded in the role of Naval Regional Commander Northern England (NRC NE).

- k. Perform with subject matter experts all through organisation to gather entire business needs required to attain project goals
- l. Conduct change throughout project inclusive of schedule, scope and team membership
- m. Collaborate effectively with infrastructure associates across entire business units along with management levels.
- n. Identify prime cause of contention or disagreement plus recommend corrections as necessary
- o. Ensure to capture, prioritise and solve project problems in organised manner

COMPETENCIES

6. The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)

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.

Signature of Job Holder

Signature of Line Manager

Gavin.macdougall219@mod.gov.uk

Date:

Date: