

# OFFICIAL SENSITIVE PERSONAL

## TERMS OF REFERENCE FOR SUBMARINE FLOTILLA RECOVERY CELL DIVISIONAL OFFICER NEPTUNE

### COMSUBFLOT

To provide Force Generation and Assurance to the Submarines of the Submarine Flotilla, supporting them through life on operations and at home.

### Part 1 – Job Summary

#### Introduction

1. The COMSUBFLOT organisation's purpose is to generate Flotilla Units optimised for success on operations through assurance, oversight, coordination and continuous improvement.
2. COMSUBFLOT is to command the Flotilla and provide command oversight of Fleet assets based in HM Naval Base Clyde. To be the Single Point of Accountability (SPOA) for Submarine Force Generation. COMSUBFLOT is accountable to DIR(SM) Support for Force Generation and to COMOPS for Operational Assurance.
3. OIC PSG is directly accountable through CDR L to COMSUBFLOT and is responsible for the delivery of divisional support to all personnel landed from Faslane-based ships and submarines who are in the margin lines MA4, MA5, MA 6 and MA 7. This support includes:
  - a. Maintaining the morale, discipline and welfare and to support training needs in accordance with BR3.
  - b. To assist with the recovery of personnel assigned to ships and submarines back to being medically fully deployable and available for normal assignment as quickly as possible.
4. PSG Divisional Officers are accountable through the EWO and deliver the following functional outputs:

#### Purpose

5. **Primary Purpose.** To act as a Divisional Officer to all personnel who are assigned to the PSG and aid in their recovery to be medically fully deployable or fully fit to leave the service. This includes reporting to and liaising with the Chain of command as appropriate in matters regarding the PSG and its personnel.
6. **Secondary Purposes:**
  - a. To take responsibility for all discipline matters involving all PSG personnel.
  - b. Interview and assess the needs of individuals assigned to the PSG and hold regular meetings with them to determine the best Recovery Pathway for the individual to return to an operational unit at the earliest opportunity.

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- c. To liaise and interact with other departments and agencies (e.g. medical, DCMH, NPFS, chaplaincy) and provide SME input where required. This may also include civilian police, hospitals, prospective employers and parents/guardians (U18 or with permission over 18s).
- d. To attend weekly PSG update meetings and brief the Medical Cell, DCMH, Chaplaincy, RNFPS and base Command on individuals whose recovery may be of concern.
- e. Maintain good order, discipline and Naval Service Core Values.
- f. Conduct home visits to all M6/P8 personnel who are sick on shore for more than 28 days.
- h. Attend civilian courts when PSG personnel are appearing, to represent the Naval service and support the individual. This may also include attendance for non-PSG personnel when requested by another unit.
- i. To represent PSG personnel at all Court Martials and Summary Hearings.
- j. To transport all personnel to hospital for voluntary admission when required.
- k. To act as Duty PSG Divisional Officer in accordance with the PSG watchbill.

### Organisational

- 7. Responsible for daily routines and taskings to the PSG EWO.

### Authority

- 8. **Line Authority.** All PSG DO's have line authority over all Petty Officer's and below who are employed within PSG Faslane.
- 9. **Functional Authority.** All PSG DO's have functional authority over all PSG staff subordinate to him/her.

### Accountability

- 10. All PSG DO's are directly accountable to the OIC PSG via the EWO and functionally accountable to Cdr L, WLSG..
- 11. All PSG DO's are authorised to liaise directly with MOD departments, assigning authorities, HoDs and EWOs of ships and establishments, civilian authorities and parents/guardians (U18 or with permission over 18s) of personnel within the PSG on non-policy personnel matters.

### Tasks

- 12. The following principal tasks ensure the delivery of the primary and secondary purposes:
  - a. Conduct joining interviews as part of the 'take on' process for personnel assigned to the PSG.
  - b. Undertake Careers' meetings and case conferences with key stakeholders regarding PSG personnel welfare.

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- c. Provide counselling and advice when required.
- d. Ensure weekly contact with PSG personnel assigned to his/her division. This is specifically required for the more complex cases.
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- f. Liaise with temporary line-managers for Temporary Employment Reports and ensure SJAR's are raised on all PSG personnel as appropriate.
- h. Ensure all MA5 personnel carry out leaver's medicals and dental assessments prior to them leaving the service.
- i. Provide guidance and training to PSG staff new joiners to ensure they are fully prepared to undertake their role. This extends to providing continuous support to PSG personnel on issues they may be unsure of.
- j. Undertake SUBFLOT duties as Duty PSG DO.

### **Meetings**

14. All PSG DO's will attend the following meetings:
- a. Bi-Weekly Recovery Cell Update meeting (Tue 1100).
  - b. Case conferences as required.
  - c. Bi-Weekly Carer's Forum.
  - d. Weekly PSG staff meeting (Wed 0930).

### **Development of Staff**

15. All PSG DO's are responsible in ensuring that all staff are kept up to date with the latest service leavers publications and processes.

### **Key Stakeholder Relationships**

16. The success of this post will be largely predicated on engagement at the appropriate level with key internal and external stakeholders. These are likely to include but not be limited to:
- a. SUBFLOT personnel.
  - b. PORFLOT PSG.
  - c. DEVFLOT PSG.

- d. All Recovery Stakeholders.

### **Competencies**

- 17. The post holder is to be:
  - a. Rank: OR7
  - b. Branch: Any
  - c. Previous Divisional Officer and broad management experience.
- 18. In addition, the post holder requires the following competencies:
  - a. Divisional Officer course (or recent refresher).
  - b. Diversity and Inclusion Advisor (desirable).
  - c. TRIM provider (desirable).
  - d. NSMBOS awareness brief.
  - e. Enhance CRB/PVG check.
  - f. SRCC / SRPQC.
  - g. A working MODNET account.
  - h. Mental Health First Aid
  - i. Defence Information Management Passport.
  - j. Protecting Information Level 1.
  - k. Faslane Site Access and Induction.
  - l. Safeguarding.
  - m. DRCET
  - n. Suicide Intervention (Asist)
  - o. Self-Harm Awareness
  - p. Pastoral skills (listening, bereavement)
  - q. Coaching and mentoring
  - r. Caldicott principles.

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s. Safetalk

**Signature of Job Holder:**

**Signature of Line Manager:** *Kenneth Walker*

**Date:**

**Date:**