

**TERMS OF REFERENCE: SO2 PNAAB****PART A – POST DETAILS**

<b>Post Title</b>	TRG PLANS PIPELINE MGT PNAAB
<b>Grade</b>	OF2
<b>Location</b>	Gazelle House, RNAS Yeovilton
<b>JPA Number</b>	2116407
<b>HRMS Job Family/Job Code</b>	N/A
<b>Line Manager Name/Grade</b>	Cdr TPlan/SO1
<b>Day-to-day Supervisor (if different)</b>	
<b>Countersigning Officer Name/Grade</b>	Dir P&T
<b>Working Pattern (FT/PT/Alternative)/hours</b>	FT
<b>Security Clearance Required</b>	SC

**PART B - ORGANISATION & BACKGROUND****Details of Organisation/Business Directorate**

Under the Selborne contract, the Contractor has responsibility for management of the training output for in scope training locations.

The Authority has a need to establish a suitably resourced and empowered ‘customer’ function to manage the contract, coordinate and manage the provision of Authority enablers and dependencies, and hold the Contractor to account for the delivery of the in-scope training services to the volume and quality standard required by the Authority.

The Authority’s responsibilities as an intelligent customer will be discharged through the Authority component of the Training Management Group (TMG) within the Personnel and Training Directorate. The TMG is the key forum for collaborative working between the Authority and the Contractor at a corporate level, and for the day-to-day management and oversight of the training service.

The Authority’s role as ‘customer’ within the TMG is to oversee, assure, consult, inform and influence, not to determine how the Contractor delivers the contracted services. The Authority component of the TMG constitutes both a centralised team and local ‘key customers’ at the point of training delivery to support the proactive management of the Contractor and the coordination of relevant Authority dependencies.

The TMG operates on a collaborative basis with joint-working between the Authority and Contractor to help each Party achieve their aligned objectives. This includes the Parties working together to identify and resolve risks and issues, and to realise opportunities. It also involves the Parties supporting one another to help fulfil their respective

responsibilities and obligations, in accordance with the terms set out in Clause 62 (Cooperation and Collaboration) of the contract. In the case of the Authority, this will mean the provision of technical SME advice and guidance to the Contractor in relation to RN training and education, support in the design and implementation of remedial, opportunity realisation and modernisation plans, and facilitating change elsewhere within the RN which supports and enables the realisation of benefits within the training system.

### **Job Purpose**

To act as the aviation staff officer responsible to DDir NAVn for the management of all aircrew, ATC, FC and aircraft controller students who are suspended from training due either to failure on course, voluntary withdrawal or medical downgrades.

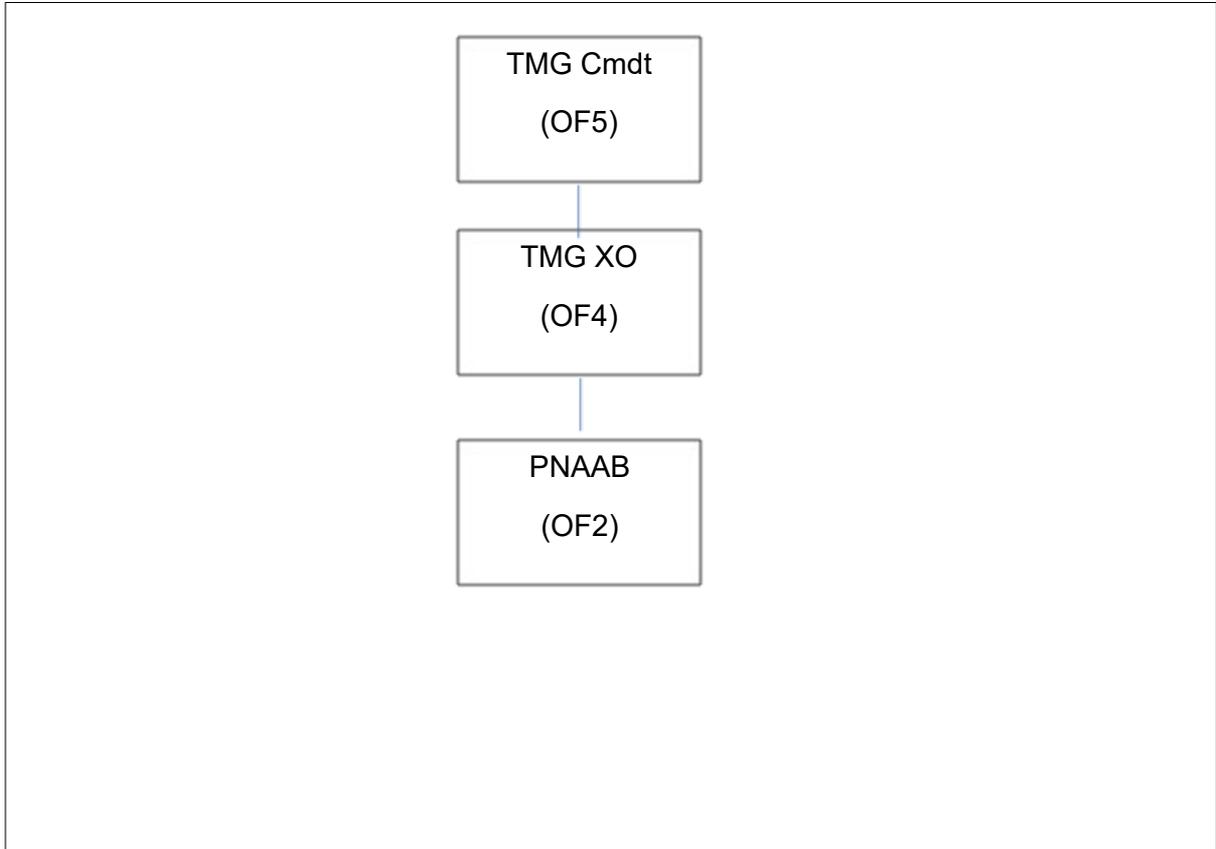
Subject to Delegated Authority, the post holder will be required to:

- Advise DDir NAVn on the employability of RN/RM Officer and Rating Aircrew, ATC Officers, Fighter Controllers and Aircraft Controllers referred to NAAB so that they may either be retained or retrained in a different branch or specialisation or their Commission be terminated.
- Provide employability advice to NAAB candidates.
- To effect executive disposal from the Aviation Medicine Division following alteration of medical flying category.
- To provide executive advice to the Head of Aviation Medicine and to assist DDir NAVn staff on matters of Aviation Medicine policy.
- To co-ordinate internal Fleet Air Arm transfers.
- Subject to the requirements of NAAB, to assist DDir NAVn with FT policy.

The post holder shall note that these approved TORs seek to describe the extent of the role and its responsibilities, as far as practicable. Ultimately, however, it is up to the individual to achieve the job purpose using their leadership, professional ability and management skills. Thus, these TORs should not be seen as prescriptive and post holders are expected to exercise initiative and be innovative, which may require operating outside their TORs. In these circumstances post holders are not to be constrained by their TORs in achieving success but must ensure that their line manager and others are kept informed as appropriate.

### **Organisation Chart**

SO2 PNAAB is accountable to the TMG Cmt.



**PART C - RESPONSIBILITIES**

Responsible for:	Percentage
Interviewing and compiling reports on all candidates referred to the NAAB	35%
Corresponding directly with the relevant MOD departments, outside authorities, Naval Air Stations, Squadrons and Units on aviation management, standards and practices and flying training matters within NAC and Joint Training and disembarked Front Line Squadrons and Units.	25%
Liaising directly with relevant outside authorities for the achievement of his purposes and tasks.	10%
Initiating and signing correspondence and releasing administrative messages on routine matters in accordance with his primary and secondary purposes	5%
Representing DDir NAvn on committees and working groups as required.	5%
Deputising for TRG TMG HQ CDR TPLAN on training matters associated with job purpose	5%

Arranging interviews, trainability tests, acquaint courses and visits as required	5%
Furnishing advice and statistical data, when requested, and undertaking staff work associated with Aircrew selection, training and disposal as directed by DDir NAVn	5%
Managing the holdover employment of all candidates referred to NAAB	5%

#### **PART D - AUTHORITY**

SO2 PNAAB has the following authority:

- Liaise directly with all organisations involved in the delivery of flying training, the career management of students (across the joint environment) and the medical fraternity responsible for aviation medicine and training, to enable achievement of the 'Job Purpose'.

#### **PART E - SUCCESS PROFILES**

The following competencies, experience and behaviours are necessary for the role of SO2 PNAAB

##### **Competencies:**

- Post holder is to be a senior Lt Cdr X (P/O)
- In date for all NCT mandatory training.
- Protecting Information Levels 1, 2 & 3.

##### **Knowledge and experience:**

- Extensive aviation experience including as a QHI/QOI (essential).
- Should have held at least one previous executive appointment (either FAA or GS) and should have completed ISC (essential)
- Knowledge of BRd 3 (Naval Personnel Management) (essential).
- Experience of developing and maintaining constructive working relationships with partner organisations across a tr-Service environment(essential).

##### **Behaviours:**

- Communicating and Influencing.
- Working Together.
- Seeing the Big Picture.
- Making Effective Decisions.

e. Delivering at Pace.

#### **PART F - LEARNING & DEVELOPMENT**

The post holder will be required to undertake all MOD Mandatory Training related to the post and site, and to support the training of direct reports.

The post holder will be required to maintain the currency of their knowledge and skills relating to training/ education policies, standards, theories and methodologies through ongoing CPD.

#### **PART F - SIGNATURES**

**Post holder:**

Name

R Scott

Signature

**Line Manager:**

Name

Signature

**Date agreed:**

**Date for review:**

