

**COMSUBFLOT****TERMS OF REFERENCE****Post Details**

<b>Post Title &amp; Team</b>	<b>COXSWAIN SUBFLOT SUPPORT GROUP (SSG)</b>
<b>JPA Position Number</b>	<b>TEMPORARY COXN SSG 2104489</b>
<b>HRMS position no (if Civ Line Manager)</b>	<b>N/A</b>
<b>Grade/Rank</b>	<b>OR9</b>
<b>Location</b>	<b>DEVONPORT (Wolfe Building)</b>
<b>Line Manager Name &amp; Post Title</b>	<b>Lt Cdr Rosen-Nash RN   DSWE0 SSG</b>
<b>Business or Safety Critical Post</b>	<b>No</b>
<b>Nuclear Baseline Post Level (if appropriate)</b>	<b>No</b>

**Preamble**

1. The post of Coxswain SSG sits within the SUBFLOT Support Group organisation and is directly accountable to CDR SSG for their Primary purposes and DSWE0 SSG (as SSG CoS) for their Secondary purposes.
2. COMSUBFLOT is accountable to Dir FGen as the Force Generation Authority (FGA) for all submarines in Fleet Time and is the Administration Authority for all SUBFLOT personnel including the crews based in Barrow-in-Furness and those supporting submarines in Upkeep and Disposal Phase 1 in HMNB Devonport. As the scheduling authority for all submarines within the force generation cycle, they are responsible for the timely generation of safe and capable Force Elements at Readiness (FER) in accordance with the requirements of the Command Plan, the SSOP and the Navy Schedule Service (formerly the FOS or FOP).
3. COMSUBFLOT is also the Delivery Duty Holder (DDH) for all Fleet Time submarines iaw DSA02[1] and is responsible to the SDH, through the ODH, for ensuring that all Risk to Life (RtL) with his AoR is Tolerable and ALARP. More specifically, the DDH is required to provide assurance of the effective implementation of the ODH's overarching Safety and Environmental Management System (SEMS).

4. For all Defence Maritime activities within his AoR, COMSUBFLOT is required<sup>[2]</sup> to:

- a. Ensure that the overarching Health, Safety and Environmental System(s) is implemented across force elements to maintain safe operations coherently across his AoR as defined in his letter of delegation.
- b. Ensure that each activity is resourced with suitably qualified, experienced, certificated and medically-fit personnel to levels that are at least as good as legislation.
- c. Ensure that platforms can be and are operated safely and in line with their safety and environmental safety cases.
- d. Conduct 2<sup>nd</sup> party assurance of each activity in his AoR.

5. **Primary Purposes.** COXN SSG is directly accountable to CDR SSG for the workforce allocation and control across SSG by administration of unit PE-OPDEF's, NOWD's and PERREQ's, control of augmentation requests and JPA administration checks. He is also responsible for the following:

- a. Provide discipline support to unit Coxswains regarding:
  1. Conduct of CO's Investigations
  2. Conduct of Alcohol testing
  3. Maintenance of JPA Discipline Records
  4. Implementation of Minor Administrative Action (MAA)
  5. Liaison with Royal Navy Police Regional Crime Manager (RCM)
- b. Provide Guidance, Leadership and Direction (GLAD) to unit Coxswains across the SSG Area of Responsibility (AOR) regarding:
  1. Personnel
  2. Equipment
  3. Administration
  4. Training
  5. Sustainability
- c. Be available to units during periods of gapping at the Coxswain level (leave or assignment).

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<sup>[2]</sup> DSA02 Regulation 205.

- d. Provide SME support wrt SMERAS training and first level across all platforms within the SSG AOR.
- e. Provide Executive assurance to SUBFLOT across all platforms within the SSG AOR, in accordance with the planned Assurance Cycle generated by SSG DHoD's.

6. **Secondary Purposes.** In support of their primary purpose, COXN SSG is accountable to DSWE0 SSG for the following:

- a. To act as a member of HMNB Devonport Departmental Coordinators (DepCo's) as required.
- b. To be an ex-officio member of welfare committees across the group in support of the unit XO's.
- c. Liaison with external authorities as required in the course of duty, namely NCHQ, Babcock Marine, P&T, FOST(SM) and Naval Base Organisations.
- d. To be the Visits Liaison Officer for SSG and POC for platforms within the SSG AOR, supporting various VIP duties as well as assisting the coordination of SSG supported OSPs / SMPs.

### Divisional Responsibilities

7. Act as the Divisional Officer for all allocated MA6 personnel as part of the RF/DF Augmentation Scheme.

### JPA ToRS

8. The table below distils the above primary, secondary and divisional responsibilities for JPA.

Provide HR, Pers Management, Discipline and Training GLAD across all platforms within the SSG AOR out with FOST assurance periods (to include COXN support alongside during times of gapping).
To act as the SME for platform SMERAS training and first level waivers on behalf of the Delivery Duty Holder across all platforms within the SSG AOR.
To monitor the Executive OC across all platforms within the SSG AOR via OBIEE and to initiate remedial action where necessary.
Maintaining close liaison with SUBFLOT HQ to ensure operational sea lists and trainee requirements are managed correctly and ensure the correct management/oversight of Augment Watch across all platforms within the SSG AOR.
Represent Coxn's across all platforms within the SSG AOR and be the conduit for the flow of information between SUBFLOT HQ, NCHQ, P&T, NBC, and other COMSUBFLOT units.
To act as the Discipline SME for SSG, including issuing of all charge and case paperwork to individuals and management of summary hearings.
To act as Divisional Officer for all allocated MA6 personnel as part of the RF/DF Augmentation Scheme.
To act as the Visits Liaison Officer for SSG and POC for platforms within the SSG AOR, supporting various VIP duties as well as assisting the coordination of SSG supported OSPs / SMPs.

Table 1 – COXN SSG JPA ToRs

### Qualifications

9. The following essential competences are required:
  - a. OR9 Submarine Qualified.
  - b. Completed COXN Qualifying Course and a subsequent full sea assignment (preferably including full Force Generation and OST package).
  - c. Preferably qualified TRiM Team Leader/Practitioner
  - d. Preferably qualified EDIA (act as Practitioner)
  - e. In date SC.

### Health, Safety and Environment Duty of Care

10. The Post holder has a personal legal responsibility for their own health and safety and that of others who might be harmed by their actions or omissions. Staff are required to cooperate with their Employer and others on health and safety and not to interfere with or misuse anything provided for health, safety or welfare. All staff are required to prevent harm to the environment, which can be achieved by minimising waste, using the recycling facilities provided, turning off unwanted heating and lighting, reporting water leaks and preventing pollution of the water, land and air. Causing or knowingly permitting a pollution incident could result in a breach of legislation as well as causing harm to the environment.

### Review of Terms of Reference

11. TORs are to be reviewed and agreed annually. Line Managers are to ensure that any change to a Nuclear Baseline post is managed in accordance with NB Business Procedure 48 – Organisational Change. If filled by FTRS, this position is nondeployable and tagged to HMNB Devonport with travelling agreed by line manager.

Signature of Job Holder

Signature of Line Manager/  
Authorising Officer

Date:

Date:

Date for review:

Date for review: