

Issue Date: 02 Mar 21

Review Date: 01 Mar 22

## **TERMS OF REFERENCE FOR**

Post Holder: OR2/AB/Marine

Full Title: HMS VICTORY Boatswains' Mate (BM) 1130400

Short Title: BM

### **Part 1: Job Summary**

#### **PREAMBLE**

HMS VICTORY is the Royal Navy's oldest and most famous warship. She has a dual role as the Flagship to the First Sea Lord and as a living museum to the Georgian Navy. She is best known for her role as Lord Nelson's Flagship at the Battle of Trafalgar on 21 October 1805. She is situated in a Tier 1 public arena in Her Majesty's Naval Base Portsmouth and is one of the countries most loved visitor attractions.

The Boatswains' Mate plays a pivotal role in her presentation, safety and security to an audience of 400,000 visitors per year. This includes the general public, MOD, Civil Service, Tri Service, Foreign and Commonwealth dignitaries, VIP and VVIP guests.

HMS VICTORY presents a unique opportunity which is not encountered in any operational platform; therefore, you will need to be a critical thinker with a flexible approach. This position requires you to watch keep in a structured and stable watch bill. The Post holder will be accountable to the Officer of the Day (OOD) for their Primary Purpose.

#### **PURPOSES**

1. Primary Purpose.
  - a. To assist the Quartermaster in maintaining ceremonial, fire safety and security duties in the vicinity of the gangways as directed by the Officer of the Day.
  - b. To support all major whole ship ceremonial occasions (eg Trafalgar Day) VIP and VVIP attendance and state visits. This will include periods of off watch rotation.
2. Secondary Purpose.
  - a. To assist the management team in all aspects of support to whole ship functions, both ceremonial and social including those directed/hosted by the National Museum of the Royal Navy.

#### **ACCOUNTABILITY**

3. The post holder is accountable to the Officer of the Day for their primary purpose. To the Whole Ship Coordinator for their secondary purpose and to the Chief Quartermaster for their competence and certification.

#### **AUTHORITY**

4. The post holder holds the authority to act according to all incidents presented, follow laid down emergency procedures and make main broadcast pipes and assist the Officer of the Day and the NMRN staff to evacuate the ship.

## **TASKS**

5. The post holder is to carry out the following tasks.
  - a. To adhere fully to all instructions contained within the rounds pack.
  - b. With a certificate of competence be fully conversant with all fire alarm panels, test procedures and actions to be taken in the event of activation under the authority of the OOD.
  - c. To conduct periodic safety and security rounds of the ship iaw the rounds log.
  - d. To be fully conversant with all emergency procedures inc IED, suspicious package, unattended baggage, evacuation and casualty.
  - e. Monitor all personnel entering/leaving the ship via both gangways.
  - f. Assist with the set up and stow of the Senior Rates Mess prior to and following all functions (approved by the OOD)
  - g. To assist with the set up and stow of any areas of the ship (ie Senior Rates Mess, Lower Gun Deck, Great Cabin) designated for handover ceremonies, certificate or medal presentations and functions.
  - h. To ensure that the QM's Lobby and Scullery areas are cleaned during the silent hours.
  - i. Assist the bar manager with all associated stores/embarkation onboard/disembarkation and stocktake as required.
  - j. Collect/issue official mail as required.
  - k. Be competent with a Bosuns Call for piping the side/still during VVIP/VIP functions (Great Cabin Dinners) and official Foreign, Commonwealth and Tri Service guests.
  - l. Have sufficient knowledge of HMS VICTORY, her unprecedented history and Vice Admiral Horatio Nelson in order to answer questions if asked by members of the public or visiting guests and to conduct guided tours as directed by the Executive Officer.
  - m. To act as duty bar person for all official functions in the Senior Rates Mess during periods of off watch as directed by the WSC (this is a voluntary task which will have its own roster).
  - n. To carry out the daily air waves check with Semaphore Tower operations room.

## **ESTABLISHMENT DUTIES**

6. The post holder will carry out the following Establishment Duties:
  - a. A rotational sequence of a week of day duties (0630 – 1630 Tuesday to Monday) followed by a week of night duties (1630 – 0630 Tuesday to Tuesday) which culminates in two weeks leave. Then the rotation is continued.
  - b. This sequence will be interrupted periodically by the WSC/CQM to allow the BM to work as Senior Rates daywork mess person and allow for the staggering of Christmas and New Year periods.

## COMPETENCIES

7. The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)
MODNET		INT
JPA		INT
MS Word	ECDL	INT
Excel	ECDL	INT
MS Outlook	ECDL	INT
Annual Military Security	DLP	Mandatory
Advanced Level D&I	DLP	Mandatory
Substance Misuse	DLP	Mandatory
Operational Law	DLP	Mandatory
DIMP	DLP	Mandatory
Basic Safety Awareness	DLP	Mandatory

### **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:

Signature of Job Holder

Signature of Line Manager

Date:

Date: