

## **TERMS OF REFERENCE FOR SENIOR MAINTENANCE ENGINEER**

JPA No: 2112445

Position title in JPA - NAVY SURFLOT NSS HUNT COM MAINT ENG SPEC PROJ

This will change to DES SHIPS NSS COM MAINT ENG 1

Position details –

### **PREAMBLE**

1. Each BAE employee is provided with a Role Competency Profile (RCP). This details the terms of reference (TORs), core responsibilities and expertise expected of the individual. These TORs have been developed in line with the RCP provided by BAE<sup>1</sup>. The MOD have provided 15 personnel under the Future Maritime Support Programme (FMSP) who are imbedded into BAE and are administered under SURFLOT East.
2. Under the UKMOD Common Support Model (CSM) complex Warship Design Authority is comprised of the DE&S Warship Approving Authority (WAA) and the BAES Warship Technical Authority (WTA). The Senior Maintenance Engineer is a member of the COM Maintenance Management Team. Responsible for producing detailed and fully optimised maintenance routines by tempering source data held within the UMMS database with the latest analysis of the material state for the Class. Provides Subject Matter Expert (SME) in a platform engineering discipline (ME, WE, Aux or L) to identify improvement opportunities. Will mentor less experienced members of the Team.

### **PURPOSE**

#### **Position title**

3. T23 Senior Maintenance Engineer.

#### **Roles and Responsibilities**

4. The following are the 8 roles and responsibilities to be input into JPA for SJAR front page:
  - a. Produce optimised Maintenance work-packages for allocated platform using RCM methodology and improved condition monitoring / material state knowledge.
  - b. Analyse maintenance costs and defect trend/prediction across the Class, investigating in identify underlying root causes.
  - c. Maintain continuous assessment of Material State for designated platform / systems, monitoring and updating as required.

- d. Produce well written and explicit work packages which can be readily planned and estimated by the delivery teams.
- e. Develop a good understanding of MOD/INDUSTRY policy and processes in the maintenance environment whilst adhering to statutory health/safety/ environmental regulations.
- f. Maintain effective relationships within the COM and Ship Engineering Delivery as well as engineers across the wider Enterprise (Partner / Supplier communities).
- g. Produce draft OPDEF and DEFREP responses within maintenance scope for the Class or designated platform / systems, as required, liaising with the Platform and Design Management teams.
- h. Provide subject matter expertise in support of the work package Gate/PDRL Reviews

## **SUPERIORS**

- 5. Senior Maintenance Engineer is accountable to:
  - a. Line manager. Maintenance manager (BAE employee - Gav Norton). Under authority of the T23 Senior Platform Manager (BAE employee).
  - b. Divisional Officer/1RO. WTA T23 CO-ORD LEAD
  - c. 2RO. WTA T23 MSA MANAGER

## **AUTHORITY**

- 6. Senior Maintenance Engineer has authority over:
  - a. All subordinate over Ratings for their general conduct.
  - b. For liaising with external agencies to manage the workforce and as part of their normal role.

## **ORGANISATION**

- 7. The organisational structure is detailed in the SURFLOT EAST workforce spreadsheet<sup>2</sup>.

## **Training**

- 8. Senior Maintenance Engineer are to have conducted the following prior to joining (or whilst in post) and have the competency recorded in JPA (if applicable):
  - a. Remain in date for all Naval Core Training (NCT).

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<sup>2</sup> SURFLOT EDIV COM at [link](#)  
OFFICIAL-SENSITIVE  
PERSONAL

- b. There is a range of product safety and other training that is provided by BAE to their employees. Much of this should be available to RN personnel, but the mechanism for this is still being arranged.

### **Administration**

- 9. Personnel under SURFLOT East are to be administered by the SURLFOT organisation for the following:
  - a. MOD IT and support through the SURLOT IMIX team.
  - b. JPA administration through HMS Nelson UPO.
  - c. Travel and subsistence (T&S) through the SURFLOT processes<sup>3</sup>.
  - d. Medical and dental to be provided by HMS Nelson services.
- 10. BAE will provide BAE IT services including laptop, mobile phone and IT support as required to fulfil their role.

### **OTHER ORDERS**

- 11. These Terms of Reference do not relieve the post holder of his obligations to comply with QRRN or other orders or instructions.

### **REVIEW**

- 12. This document is to be reviewed annually or on change of personnel if sooner.

Incumbent

Lt Cdr Baddeley  
COM SNO

Gav Norton  
BAE Line Manager

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<sup>3</sup> This is currently being amended in the FMSP contract to make MOD responsible for MOD personnel T&S. The process and funding lines are yet to be determined as of Mar 22.