**JOB SPECIFICATION**

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| **Profile of Position: FOST POCS 1386362** |
| **Position Details** |
| Rank | OR7 | Org. Unit | FOST(S) | UIN | N5307A |
| Upper Lower Rank | OR8OR6 | Org. Type | Permanent | Exchange With | N/A |
| Service (Job) | RN | TLB | Navy Command | Location | FOST Official Residence, Plymouth. |
| Start Date for Position | 1 Apr 23 | Proposed End Date for Position  | 31 Mar 25 | Workforce Requirement Driving | Yes |
| Hiring Status | *Estabs to complete*  | Position Status | *Estabs to complete* | Position Type | *Estabs to complete* |
| Person Category | *FTRS BM to complete* | Position Status EIT | Note 7 | Service Option | N/A |
| Domain | RN/Logs/CS | Career Field | N/A | Sub Career Field | N/A |
| Talent Management | N/A | Tour Length | 36 month | Handover | 1 Week |
| Type of Operation | N/A | Operation Name | N/A | Operation PID | N/A |
| Hierarchy Parent 1 | SOPTS1386356 | Hierarchy Parent 2 | Capt (S)1083939 | Hierarchy Parent 3 | COM FOST |
| Incumbent | POCS C Cunningham | Incumbent Future Availability Date | Apr 23 | Environment | RN |
| Minimum Medical Standard | MND | Child Positions | N/A | Preferred Gender | N/A |
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| **Career Management and Rotational Information** |  |
| Position CM Desk | Service (CM) | Applicable From | Applicable To |  |
| Note 21 | Note 21 | Note 21 | Note 21 |  |
| Branch/Arm/Group | Main Trade | Sub Regt/Corp |  |  |
| Logs / CS | CS |  |  |  |
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| **Alternative Branch or Trade** |
| Alternative 1 | Alternative 2 | Alternative 3 |
| N/A |  |  |
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| **Specialist Pay** |  |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | Specialist Pay 5 |  |
| N/A |  |  |  |  |   |
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| **Unit & Position Role** |
| Unit Function | FOST (Ships) is to train our ships, and those of our partners, to fight and win against peer adversaries in order to ensure success in combat at sea and from the sea, now, and in the future. |
| Position Role | Provide vital support to Official Hospitality and management of the FOST Official residence whilst supporting the Defence Engagement outputs of FOST (S) and the wider RN. |
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| **Responsibilities** |
| Management of House Accounts and controlling expenditure in accordance with JSP and BR guidelines. |  |
| Co-ordination and executing of all official hospitality including organising all catering and stewarding functions. |  |
| Co-ordinating all requirements with internal and external agencies for the maintenance and repair work of residence. |  |
| Ensure the house / grounds are maintained and civilian staff carry out their work in accordance with the contract and to the highest standards. |  |
| AinU, Property and Trophy custodian, conducting monthly and annual checks/musters as required. |  |
| Leading and managing the residence team of civilian employees (cleaner and chef) to ensure efficient and smooth running of the household. |  |
| Valeting for the principal resident and VIP guests who attend Official Hospitality events at the official residence. |  |
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| **Competence Requirements** |
| Competence - Full Name | Proficiency Level | Essential | Acquired |
| Security Clearance |  | X |  |
| Level 3 Food Safety |  | X |  |
| Catering Level 4 Food Safety | Desirable |  |  |
| First Aid | NCT 2 |  |  |
| Annual Security | NCT 3 |  |  |
| D&I | NCT 4 |  |  |
| Substance Misuse | NCT 5 |  |  |
| Safety Awareness | NCT 9a |  |  |
| DIMP | Pass |  |  |
| Driving Licence | Desirable |  |  |
| POCS QC | Pass | X |  |
| Service Fund Verifier |  | X |  |
| NVQ Level 3 – Hotel Services and Official Hospitality | Desirable |  |  |
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| **Pre-Employment Training** |
| Pre-Employment Training 1 | Pre-Employment Training 1 Priority | Pre-Employment Training 2 | Pre-Employment Training 2 Priority | Pre-Employment Training 3 | Pre-Employment Training 3 Priority |
| Note 26 |  |  |  |  |  |
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| **Local Considerations** |
| Domestic |
| Due to the nature of the role in support of the FOST Senior Management to Defence Engagement, there will be regular requirement to work late evenings followed by early mornings along with occasional weekends. |
| Employer Comments |
| The sole permanent employee of the FOST Residence, the incumbent is required to coordinate appropriate levels of workforce support for hosting activities (regardless of scale) in liaison with HMS DRAKE Wardroom/CSSET/Flotilla/Ships. Act as SPOC for house maintenance issues with DIO/Armada, maintaining oversight of defect rectification at all times. Act as front of house lead for all catering events. Oversee all housekeeping to meet contractual commitments. Contribute to and maintain the RN reputation for world class hosting. Manage all accounting procedures with HMS DRAKE Cash Office. Act as custodian for all open vouchers (cash). Source and manage all catering supplies and sundries. Act as AinU holder for all Admiralty House trophies and property. Additional roles will include:* Liaising with NCHQ with regarding budget, catering and stewarding for all functions; including the costing of such events and raising the required 1199/1199A paperwork. Submitting the claims for approval whilst ensuring to remain within the guidelines for accounts and expenditure in accordance with the BR and JSP.
* Preparation of light meals in the absence of the chef.
* Monitor the FOST (S) diary and liaise with the outer office to coordinate correct uniform / official civilian attire requirements for FOST principal.
* Comply with any reasonable requests made by your Line manager and the Management within the organisation.
* The House Manager must have the ability to integrate, converse and communicate with personnel of all levels.
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| SECURITY CLASSIFICATION OFFICIAL |  |