

JOB SPECIFICATION

Profile of Position: FOST POCS 1386362

Position Details

Rank	OR7	Org. Unit	FOST(S)	UIN	N5307A
Upper Lower Rank	OR8 OR6	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	<i>Estabs to complete</i>	Position Status	<i>Estabs to complete</i>	Position Type	<i>Estabs to complete</i>
Person Category	<i>FTRS BM to complete</i>	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	SOPTS 1386356	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

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		

Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3
N/A		

Specialist Pay

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5
N/A				

Unit & Position Role

Unit Function	FOST (Ships) is to train our ships, and those of our partners, to fight and win against peer
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	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.

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.

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		

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					

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.

SECURITY CLASSIFICATION OFFICIAL