Issue Date:

Review Date:

TERMS OF REFERENCE FOR NBC PARENT SUPPORT AND INFORMATION TEAM PETTY OFFICER

Post Holder:
Full Title: NAVY   NBC Parent Support and Information Team Petty Officer
Short Title: PS & IT PO
Grade: OR6

PRE-AMBLE

1.   The NBC Parent Support and Information Team Petty Officer is responsible for overseeing the general office management for the Parent Support and Information Team office and supervising daily working tasks for the two PS and IT Assistants. To ensure that there is a focal point for all general enquiries from service parents and external agencies and to deputise for the NBC PS and IT WO as required.

PURPOSES

2.   **Primary Purpose**. To act as the PS and IT HR Team leader and Divisional Senior Rate for all service parents assigned to HMS Nelson MA4 margin, ensuring that robust accountability system and a "Keeping In Touch" process exists at all times.

3.   **Secondary Purposes**. NBC PS and IT Petty Officer is responsible for:

   a.   To manage and oversee the everyday running of the PS and IT office, ensuring that it complies with all current working practices and health and safety legislation.

   b.   Overseeing the maintenance and updating all information elements of the PS and IT Office. This includes the PS and IT database, official social network sites and information booklets and pamphlets, ensuring that they are regularly updated and appropriately monitored.

   c.   Ensure that a welcoming and inclusive customer service exists in order to direct and assist all queries regarding parenting leave.

   d.   Liaise with the Maternity Leading Writer and Writer for any HR issues pertaining to parenting leave and ensure that there is compliance in accordance with the policies laid down in JSP760 and BR 3.

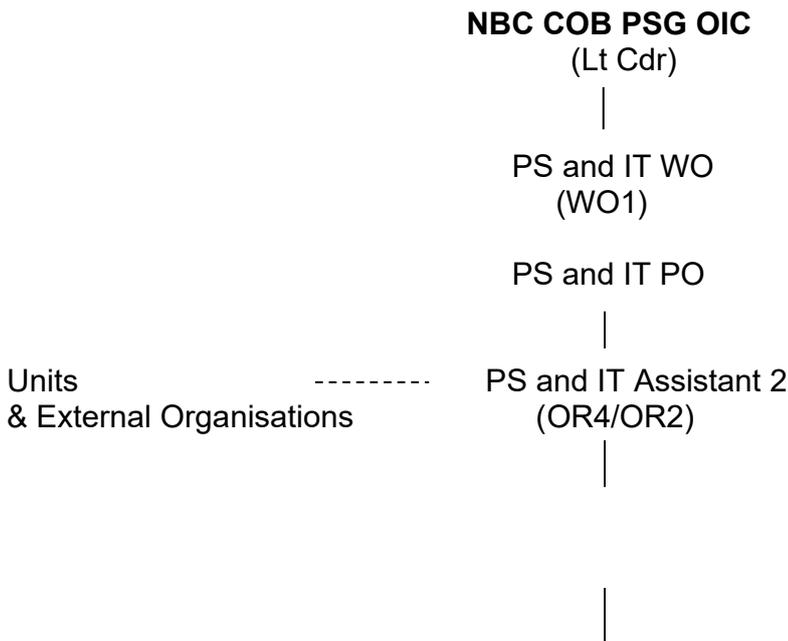   e.   Provide support to and deputise for the PS and IT WO.

ACCOUNTABILITY

4.   PS and IT Petty Officer is accountable to the Personnel Support Group OIC (NBC OIC PSG) and PS and IT WO (Parent Support and Information Team Manager).

5.   PS and IT WO will act as first reporting officer and conduct performance appraisals; second reporting officer will be NBC OIC PSG.

AUTHORITY

6.   PS and IT Petty Officer has PS and IT WO delegated authority to liaise directly with all the relevant Units and other external authorities relating to their primary roles.

ORGANISATION

7.   Family Tree

NBC COB PSG OIC
(Lt Cdr)

PS and IT WO
(WO1)

PS and IT PO

Units   - - - - - - - - -   PS and IT Assistant 2
& External Organisations   (OR4/OR2)

———————   Line Authority
- - - - - - - - - -   Liaison

TASKS

8.   The principal tasks undertaken by PS and IT Petty Officer along with the Primary and Secondary purposes are:

a.   Act as the Divisional Senior Rate to all service personnel assigned to the MA4 Nelson Margin as well as ratings assigned to the Project Gunwharf PS IT Assistant billets.

b.   Manage and oversee all administrative support requirements relating to parenting leave and those service personnel assigned to MA4 Nelson.

c.   Oversee the planning and assist the delivery of the weekly coaching and mentoring programme liaising with external units and agencies.

d.   Maintain the personnel folders for all service personnel on Maternity, Shared Parental and Adoption leave ensuring that all information is up to date and accurate at all times.

e.   Maintain the Keeping in Touch process for all service parents who are assigned to MA4 Nelson.

f.   To oversee exit interviews for all service parents departing on Parenting leave in the absence of PS and IT WO.

g.   To deliver the new joiners brief in Victory club in the absence of the PS and IT WO.

h.   To ensure that all monthly statistical evidence and reports are processed, presented and digitally filed.

i.   To oversee and moderate the approved PS and IT social media resources and maintain all other social media sites (Defence Connect etc), as required.

j.   To ensure that all CMS Professional Competences on JPA are maintained.

k.   To conduct Duty Senior Rates establishment duty roster as detailed by the Roster manager.

l.   To deputise for the PS and IT WO in her absence.

Signature of Job Holder: Signature of Line Manager:

                                           R J Dodd
                                           WO1(CIS)
PS and IT PO   PS and IT WO