

Issue Date:

Review Date:

TERMS OF REFERENCE FOR

Post Holder:

Full Title: 30 CDO IX GP RM HQ IHUB IM2

Short Title: IHUB CPL

Part 1: Job Summary

PREAMBLE

PURPOSES

1. Primary Purpose. Provide Information Management support to 30 Cdo IX Gp RM, working from 30 Cdo iHub.
2. Secondary Purposes.

ACCOUNTABILITY

3. Accountable to 30 CDO ADJT via the IHUB CSGT

AUTHORITY

- 4.

TASKS

5. The post holder is to carry out the following tasks:
 - a. Perform as Unit Authorised Demander (AD) and Local Security Officer (LSO)
 - b. Manage the deployable IT and stationery stores for the Unit HQ
 - c. Perform SharePoint administration as required
 - d. Assist with the production and reproduction of Operational Staff Work (OSW)
 - e. Administer QARs Permission Groups
 - f. Assist the executive with Office products, including DROs
 - g. Assist with Unit presentations

ESTABLISHMENT DUTIES

6. 6. The post holder will carry out the following Establishment Duties:
 - a. Non-specific Establishment Duties as required.

COMPETENCIES

7. The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)
Information Manager	Information Information Manager Joint	
SC Cleared		

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:
 - a.
 - b.
 - c.

Signature of Job Holder

Signature of Line Manager

Date:

Date: