

Issue Date:

Review Date:

TERMS OF REFERENCE FOR

Post Holder: Lt Cdr/Maj RM (OF3)

Full Title: RN Cadet Forces Project Manager

Short Title: RNCF PM

Part 1: Job Summary

PREAMBLE

The Cadets & Youth and Science Technology, Engineering & Mathematics & University Technical Colleges (C&Y and STEM & UTC) organisation, led by Hd CY & Hd STEM/UTC is responsible to Dir Strategy & Policy (DSP), through the functional leadership of Dep Dir RN Cadet Forces and Dep Dir STEM & UTC¹. RNCF PM is embedded in HQ RN CF and STEM & UTC.

PURPOSES

1. Primary Purpose.
The RNCF Project Manager responsible for establishing an interim accommodation and enduring accommodation solution in the Portsmouth area to enable RN Cadet Forces and STEM & UTC young people to conduct residential activity, afloat and ashore – the cornerstone of the cadet experience.

ACCOUNTABILITY

2. 1RO: Hd C&Y and STEM/UTC
3. 2RO: DD RNCF & STEM & UTC

AUTHORITY

4. All of the Cadet & Youth and STEM & UTC organisations sit within the command chain of Dir Strat & Pol, and ultimately the 2SL and MoD Reserve Forces and Cadets (RF&C) for the Minister for Armed Forces (Min AF).

TASKS

5. The post holder is to carry out the following tasks:
 - a. Identify RNCF infrastructure goals and project delivery clearly
 - b. Define all activities necessary to acquire project goals and objectives.
 - c. Identify needed members for project team.
 - d. Record document concisely and clearly all projects.
 - e. Identify prime risks and limitations within project plan.
 - f. Evaluate and determine plan variance from project performance.
 - g. Oversee precise project results to identify if relevant quality standards area attained
 - h. Collect and present performance information related to infrastructure projects.
 - i. Identify prospective conformance and rigid concerns associated with project initiatives
 - j. Identify probable impact to associates, clients and shareholders

¹ DD RN CF and DD STEM & UTC is embedded in the role of Naval Regional Commander Northern England (NRC NE).

- k. Perform with subject matter experts all through organisation to gather entire business needs required to attain project goals
- l. Conduct change throughout project inclusive of schedule, scope and team membership
- m. Collaborate effectively with infrastructure associates across entire business units along with management levels.
- n. Identify prime cause of contention or disagreement plus recommend corrections as necessary
- o. Ensure to capture, prioritise and solve project problems in organised manner

COMPETENCIES

6. The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)

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.

Signature of Job Holder

Signature of Line Manager

Gavin.macdougall219@mod.gov.uk

Date:

Date: