

**Issue Date:**

**Review Date:**

**TERMS OF REFERENCE – LOGISTICS OFFICER (SO3 Contracts)**

Post Holder: WO1 KJ Dunlop

Short Title: SO3 Contracts

**Primary Purpose**

1. To provide assurance that the contractor is Providing effective and efficient logistic support., overseeing the Soft and Hard Facilities Management (SFM/HFM) services to HMS COLLINGWOOD, acting as the principle interface for commercial and contracted support.

**Secondary Purpose**

2. SO3 CONTRACTS is to:
- a. Act as the Contract Supervising Officer for the HESTIA contract ensuring the provision of the highest possible standards of contracted within booklet 3. Assure compliance by the contractor for all services contained within the contract.
  - b. Act as Divisional Officer, Line Manager, 1RO, 2RO to CSSET and one watch of MPGS.
  - c. Conduct monthly Compliancy Management on the Catering Crown Account, certifying the account and approving payment.
  - d. Approve monthly the SFM Performance Report for cleaning, catering, retail and leisure (CRL).
  - e. To be the contractual end user and SME in store, catering, cleaning and accommodation.
  - f. To complete 2230 forms for payments of miscellaneous bills.
  - g. Undertake OOD Duties as directed.
  - h. Act as Documentary Security Officers for the Collingwood site, to include lodger units
  - i. Manage and co-ordinate the COLLINGWOOD Open Day Hospitality Area.
  - j. Undertake any other task as delegated by OC Logs.

**Superiors**

3. SO3 CONTRACTS is accountable to OC Logs and Cdr RP.

**Authority**

4. SO3 CONTRACTS is authorised to:

- a. Deal with correspondence addressed to OC Logs or SO3 CONTRACTS concerning all Soft FM matters and to reply on behalf of OC Logs to letters not involving policy.
- b. Liaise with Contracted Partner personnel regarding Soft FM, pest control, cleaning and CRL contract matters.
- c. Liaise with DIO for any issues regarding any accommodation or catering equipment and infrastructure.

**Principle Tasks**

- 5. Manage SFM services in all domestic and accommodation areas, including the remaining Crown Account responsibilities.
- 6. Monitor the work of the cleaning and CRL contract through KPI's and the monthly Performance Report to ensure the terms of the contract are observed and that maximum benefit is gained through CRL outlets.
- 7. Chair TFM and attend the SIMM meetings with the Contractor and Cdr RP.
- 8. Organise meetings as directed by OC Logs.
- 9. Monitor the employment of Catering Services Shore Employment Team (CSSET) Military Manpower.
- 10. Maintain a regular liaison with the Contracted Partner Regional Director, Regional Ops Manager and the General Site Manager (GSM).
- 11. To attend DHODS, Departmental Shareholder Meetings and other meetings as required.

**Personal Development**

- 12. To identify and meet the job-related training and development needs required to carry out these TORs and provide ideas to improve efficiency.

**Training**

- 13. To attend the Joint Users Infrastructure Course.

SO3 Contracts ..... Date:

OC Logs ..... Date: