

Issued:
Review Period:
Next Review:

TERMS OF REFERENCE FOR THE PERMANENT STAFF INSTRUCTOR REGIONAL TRAINING COORDINATOR SENIOR RATE

Introduction

1. Commander Maritime Reserves (COMMARRES) commands the Royal Naval and Royal Marine Reserves known collectively as the Maritime Reserves (MR). The purpose of the MR as set out in the Maritime Reserve Directive.
2. Units are fundamental to the delivery of COMMARRES output. All posts within Units are to be occupied by suitably qualified and experienced personnel who have the time and skills to deliver in their specific role. This document provides the terms of reference for the Permanent Staff Instructor (PSI) Regional Training Coordination Senior Rate.

Purpose

3. Primary Purpose:

- a. To act as a Permanent Staff Instructor for HMS KING ALFRED and all Units within the Region Training Hub, providing Guidance, Leadership, Advice and Direction (GLAD) for Reservists and providing support to the Unit Command in relation to the pursuit and achievement of Unit Objectives, specifically the Training and Retention of Reservists.
- b. To lead and be responsible for the planning, coordination and delivery of all training within the Regional Training Hub and associated Inland and Satellite Units so Reservists attain the stated Training (TPS) and Operational Performance Standards (OPS) necessary to deliver operational capability to the Royal Navy. The primary purpose will involve weekend and evening working and travelling to other Units and venues as required.
- c. The primary purpose will involve weekend and evening working and travelling to other Units and venues as required.

4. Secondary Purposes:

- a. Responsible for appropriate use of the HMS KING ALFRED training resources, including Reserve Service Days (RSDs), Travel and Subsistence.
- b. Act as the focal point for the coordination, booking and monitoring of appropriate training for PTVR personnel in the Regional Training Hub, and associated Unit and Satellite Unit.
- c. Act as the regional focal point and be responsible for the force development of GW personnel as directed by DACOS(X)

- d. Act as the regional focal point and be responsible for the force generation of SQEP GW personnel to meet the operational capability outputs (OCO) as directed by DACOS(X)
- e. To carry out the duty as Senior Risk Assessor and lead on conducting and co-ordinating Risk Assessments for Unit and regional events and activities.
- f. To support delivery of training to Untrained and Trained Strength Reservists within the Unit, Region and to the wider RNR training requirement at Lead Schools and other venues as required, including support to Advanced Rating Programme (ARP) and Advanced Officer Programme (AOP) at HMS RALEIGH and BRNC Dartmouth, depending on requirement.
- g. To assist in the delivery of Naval Core Training (NCT) continuous training serials
- h. Liaise with the RPM to assist them in managing Phase 2 Personnel on the Untrained Strength (UTS) of the Regional Training Hub, and associated Unit and Satellite Unit through to Trained strength (TS)
- i. To aid in the career management and commitment planning of PCPs with PTVRs as required.
- j. Assist the Support Manager (SM) to ensure that PCPs are correct and uploaded into the appropriate IT system as a live document.
- k. To act as the Unit/Regional Under 18 Co-ordinator, responsible to the CO for the management and co-ordination of under 18s during Unit and regional training activity and when travelling to training at Lead Schools and other venues to ensure the CO's duty of care requirement is fully discharged.
- l. Assist the Unit Ops Officer (UOO) when they are acting as the Mobilisation Officer to ensure that mobilised Reservists understand the mobilisation process and are effectively managed during the transition to full-service contracts.
- m. To compile Duty Permanent Staff roster duties.
- n. To act as the Training Liaison Officer for the recording of Permanent Staff (Service) training.
- o. To advise on all matters regarding General and Military Training.
- p. To act as the Duty Permanent Staff as required opening and closing the Unit and providing security and safety oversight of personnel within the Unit.

- q. To lead in the planning, organising and execution of Unit Adventurous Training activities.
- r. To act as a Permanent Staff First Aider
- s. Unit Liaison Officer to departments within HMNB Portsmouth and any relevant external organisations as required.
- t. To support other Permanent Staff in the fulfilment of their purpose and duty when directed.

Accountability:

- 5. The Regional Training Coordinator is:
 - a. Accountable to the UOO.
 - b. Under the functional authority of UOO and Support Manager for the purposes of completing their primary and secondary tasks.
 - c. The UOO is the 1RO and Divisional Officer for the post holder, with the Unit CO as 2RO

Authority:

- 6. The Regional Training Coordinator is authorised to liaise directly with those Service and Civilian Authorities at the appropriate level, in matters relating to the primary and secondary purposes of the role.

Competencies

- 7. In general, the post holder is to be an OR7. The following abilities to supplement the assumed core competencies of the holder (management, leadership, control of resources) are required:
 - a. Leadership and developing people
 - b. Communicating and influencing
 - c. Working together
 - d. Improvement and change
 - e. Planning and managing resources to deliver business results
 - f. Analysing and using evidence

8. Competencies

- a. Senior Rates Leadership Course (SRLC)
- b. Instructional Defence Trainer Course (DTC)
- c. Defence Trainer Supervisor (DTS)
- d. Advanced Care of Trainee (ACoT)
- e. Equality and Diversity Advisor (EDA)
- f. In date DBS held
- g. JPA Administrator
- h. Divisional Officers Course

Principal Tasks:

9. The post holder is to fulfil the requirement of their purpose, using sound judgement, drawing upon the following tasks as a reference to their duties:

People

- a. Delivery of training to Untrained and Trained Strength Reservists within all Units within the Region, and to the wider RNR training requirement at Lead Schools and other venues as required Management.
- b. Engagement with reservists, PS & other relevant authorities, including Capability Areas and CMR HQ for the planning, coordination, and delivery of all training.
- c. Engagement with reservists, PS & other relevant authorities for the tracking and monitoring of training.
- d. Engagement with reservists and other relevant authorities to assist the UOO in their role as MOBO

Management

- a. Lead for the planning, coordination, and delivery of all training within the Region including associated Unit and Satellite Unit.

Secondary Tasks

10. Any other legal tasks and duties as nominated by UOO/Command.

Committees

11. The post holder attends the following Committees and Groups:
- a. Unit Command Brief.
 - b. Regional Training Planning meetings.
 - c. Other Committees & Groups as necessary to fulfil the requirement of the role.

Signature of Post Holder

Signature of Line Manager

Date

Date

DRAFT