

TERMS OF REFERENCE

CHIEF OF STAFF (COS) OFFICE OF THE COMMANDANT GENERAL ROYAL MARINES

Rank: Lt Col RM (FTRS)

PREAMBLE

1. The Commandant General Royal Marines (CGRM) is directed by 1SL to ensure the well-being of the moral and ethical component of fighting power of the Royal Marines. To enable him to effectively discharge all aspects of his regimental duties, CGRM is supported by a staff that, together, make up the Office of the Commandant General Royal Marines (OCGRM). Additionally, CGRM is directly supported by three 1* secondary duty appointments¹ who will also draw on the OCGRM for staff and administrative support.

PURPOSE

2. As a COS, the role's primary purpose is to coordinate the OCGRM staff to deliver the directed priorities of the CGRM, DCGRM and ACGRMs alongside all routine outputs.

TASKS

3. COS OCGRM tasks include:

- a. Manage work across the OCGRM staff, including routine tasks and bespoke deliverables, articulating risks against outputs to DCGRM.
- b. Continuously refine the OCGRM operating model, delivering organisational change as required.
- c. Serve as secretary for all regimental fora including the RM Network, cohering their outputs, scheduling them, coordinating attendance and preparing papers.
- d. Produce notes and prepare written and verbal briefs up to VVIP level.
- e. Act as the OF4 point of contact for enquires to the OCGRM, re-directing requests for information to NC or other Corps agencies, when required.
- f. Manage RM regimental communications, internal and external, working with RNMCE and DDC when required.
- g. Serve as Budget Holder for the OCGRM budget, delivering all Holding to Account outputs directed by NC.
- h. Serve as 1RO for OCGRM OR6 and above (except the CRSM) and 2RO for all OCGRM OR4 and below.

¹ Deputy Commandant General Royal Marines (DCGRM), Assistant Commandant General Royal Marines (Engagement) [ACGRM(E)] and ACGRM (Regimental Business) (ACGRM[B]).

ACCOUNTABILITY

4. The post holder is accountable as follows.
 - a. To DCGRM for delivering the above primary tasks.
 - b. To the Chairmen of Regimental fora for related tasks.

AUTHORITY

5. COS OCGRM is authorised to liaise directly with Navy Command and civilian authorities in matters related to his purpose.

REPORTING CHAIN

6. As follows:
 - a. 1RO – DCGRM
 - b. 2RO – CGRM

COMPETENCES

7. As follows:

Essential	Highly Desirable	Desirable
Military Staff experience at Grade 2 level. Substantive rank of OF3 and recommendation for OF4	Recent experience of working in NCHQ.	Current knowledge of Royal Marines regimental affairs.

Training

8. As follows:

Essential	Highly Desirable	Desirable
Intermediate Command and Staff Course (Land or Maritime).	Advanced Command and staff Course (ACSC)	

REVIEW

9. These ToRs are to be reviewed annually and subject to amendment on an 'as required' basis.

Dated 26 Apr 22