

Issue Date:
Review Date:

**TERMS OF REFERENCE FOR
DIRECTORATE OF PEOPLE AND TRAINING CAREER MANAGEMENT RESERVES
FULL TIME RESERVE SERVICE CHIEF PETTY OFFICER**

Post Holder:

Short Title: CM RES FTRS CPO

PURPOSES

1. The primary purpose of the CM RES FTRS CPO is, under the direction of the CM RES FTRS WO, to manage the process to gain approval to fill Regular Workforce Requirement and FTRS only positions with FTRS Officers and Ratings.

Secondary Purposes:

- a. Manage the process to extend or provide further Service for FTRS Officers and Ratings as required.
- b. Manage the advertising of FTRS positions.
- c. To provide advice and guidance on all aspects of FTRS as required.
- d. Deputise for the CM RES FTRS PO1/PO2 in their absence.
- e. Manage the onboarding processes as required in the absence of FTRS Support Staff.

ACCOUNTABILITY

2. The CM RES FTRS CPO is directly accountable to CM RES FTRS WO.

AUTHORITY

3. CM RES FTRS CPO has delegated authority from CM RES FTRS WO to:
- a. Correspond and liaise with all types of Reservists as necessary to achieve their purposes, advising CM RES FTRS WO beforehand of any non-routine circumstances.
 - b. Correspond and liaise with RN authorities, Career Managers and Units to achieve their purposes, advising CM RES FTRS WO beforehand of any non-routine circumstances.
 - c. Correspond and liaise with RNR authorities, Career Managers and Units to achieve their purposes, advising CM RES FTRS WO beforehand of any non-routine circumstances.
 - d. Correspond with Army and Royal Air Force authorities, Career Managers and Units to achieve their purposes. advising CM RES FTRS WO beforehand of any non-routine circumstances.

- e. Liaise with department SO2s to achieve their purposes.
- f. Liaise with JPAC and DBS and other essential authorities to achieve their purposes, advising CM RES FTRS WO beforehand of any non-routine circumstances.

TASKS

- 4. The principal tasks undertaken by CM RES FTRS CPO are to:
 - a. Produce advertisements of FTRS positions on the SERVE Portal
 - b. Manage FTRS applications which includes the addition of JPA screenshots and Appraisals.
 - c. Manage FTRS applications on completion of Eligibility sift sending applicant packs to relevant Line Mangers by Email in a timely manner to expedite the interview process.
 - d. Undertake any other task as directed by the CM RES FTRS WO.
 - e. To act as LM for the FTRS Team.
 - f. To act as the Divisional Officer for FTRS Team members as required..

COMPETENCES

- 5. The post is a CPO (ANY) position.
 - a. The post holder requires the following specific competencies:

	Course Reference	Skill Level (Adv /Int /Basic)
NCHQ Induction Training		Basic
MS Windows		Basic
Microsoft Word		Basic
Microsoft Excel		Basic
Microsoft Access		Basic
Microsoft Outlook		Basic
JPA		Advanced

REPORTING CHAIN

- 6. The Reporting Chain for CM RES FTRS CPO is as follows:
 - 1st RO: CM RES FTRS WO
 - 2nd RO: CM CAPPs SO2

7. **Part 2: Key Change Objectives**

1. (To be agreed between employee and Line Manager on taking up the post and at the beginning of each term thereafter)

Signature of Job Holder

Signature of Line Manager

Date:

Date: