TERMS OF REFERENCE	
PART A – POST DETAILS	
Post Title	TMG Export Controls (EC) Officer
Grade	OF-2 FTRS (LC)
Location	West Battery, Whale Island
JPA Number	2179224
HRMS Job Family/Job Code	N/A
Function (eg Finance, HR)	TRAINING MANAGEMENT
Line Manager Name/Grade	TMG Export Controls (EC) Manager / C2
Day-to-day Supervisor (if different)	
Countersigning Officer Name/Grade	N/A
Working Pattern (FT/PT/Alternative)/hours	FT
Security Clearance Required	SC

PART B - ORGANISATION & BACKGROUND

Details of Organisation/Business Directorate

Under the Selborne contract, the Contractor has responsibility for management of the training output for in-scope training. The Training Management Group (TMG) is how the Authority manages its support and assurance of the training system to ensure standards are maintained and services are delivered.

Job Purpose - background and context

The TMG is the construct to enable collaborative working between the Authority and the Selborne Contractor and day-to-day management of the training service. It provides a forum for decision-making and the mechanism to agree change, tasks and service improvement / modernisation priorities.

The Authority's role within the TMG is to oversee, assure, consult, inform and influence, not to determine the way the Contractor delivers its services.

The Authority provides suitably resourced and empowered technical, commercial and finance functions necessary to manage the contract, enable the agile and responsive management of change, and support the timely resolution of emergent risks and issues.
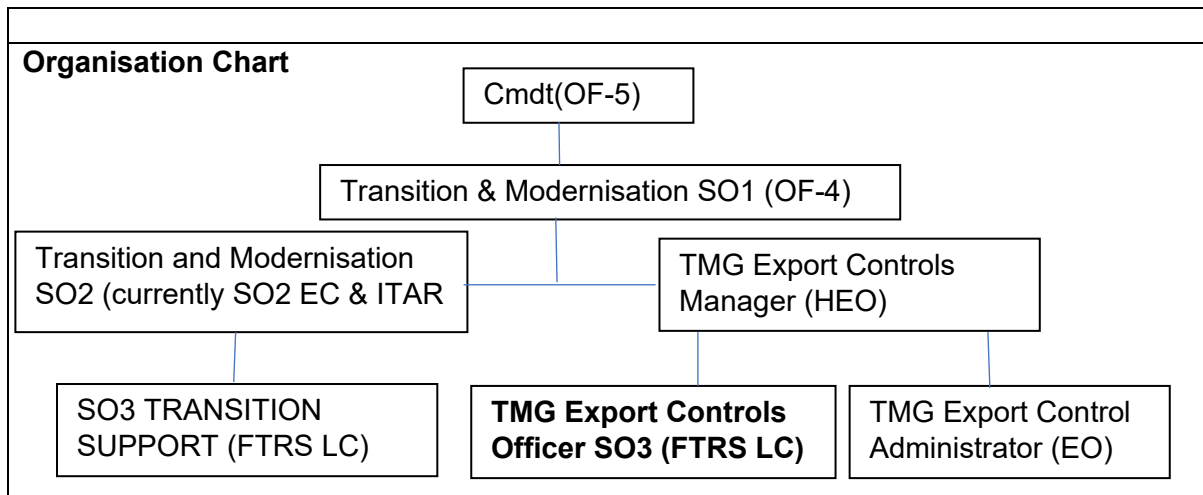
The main duties of the TMG EC Officer is to contribute to and manage the processing and administration of EC authorisations on behalf of the maritime domain within the TMG EC team.

Additionally, the post holder will be asked to provide support to the wider Modernisation and Transition Pillar and the TMG.

The post holder will be functionally responsible to the TMG.

Subject to Delegated Authority the post holder will be required to:

- Support the Command in relation to applying for and maintaining maritime Export Control (EC) authorisations;

- Manage and contribute to, the processing and administration of EC authorisations within the TMG EC team to support progress towards and achievement of maritime and MOD shared objectives and aims;

- Proactively engage with industry counterparts to build relationships and work collaboratively to resolve EC challenges and mitigate risk to programmes;

- Demonstrate a strong working knowledge of JSP 248 and associated process including licence applications and KSA3.9s to work confidently and independently within your area(s) of responsibility;

- Proactively seek to develop knowledge and expertise on US and additional international EC regimes as well as professional skill set by completing relevant training courses, studying written resources such as JSP 248, regularly using internal training documentation and working collaboratively across the TMG, maritime domain and wider MOD teams;

- Contribute to internal team development by helping to create, maintain and improve internal documentation, process and guidance and look for opportunities to improve ways of working and/or outputs;

- Scope, negotiate and agree changes to authorisations via the appropriate routes;

- Provide support to the maritime domain in relation to EC, acting as the main liaising point of contact with International Relations Group (IRG), Navy Attaché office in Washington DC, EC bodies and Original Equipment Manufacturers (OEM);

- Independently draft and/or review export licence applications, ensuring that they are completed to the required standard and are compliant with the relevant criteria to reduce the risk of delays due to erroneous or unacceptable drafting;

- Manage the extant authorisations in a current state, including disposals and sales, amending the authorisations, and ensuring appropriate parties are added as required, and functions and purposes are accurate;

- Provide advice, to the TMG and wider Command as required in accordance with MOD, EC, and other relevant policies and principles.

Organisation Chart

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                          │  Cmdt(OF-5)  │
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                                 │
                  ┌──────────────────────────────────┐
                  │ Transition & Modernisation SO1    │
                  │            (OF-4)                 │
                  └──────────────┬────────────────────┘
          ┌──────────────────────┴────────────────────┐
┌──────────────────────────┐          ┌──────────────────────────┐
│ Transition and Modern-   │          │ TMG Export Controls      │
│ isation SO2 (currently   │          │ Manager (HEO)            │
│ SO2 EC & ITAR            │          └────────────┬─────────────┘
└────────────┬─────────────┘              ┌────────┴──────────┐
             │                            │                   │
┌────────────────────────┐  ┌──────────────────────┐  ┌──────────────────────┐
│ SO3 TRANSITION         │  │ TMG Export Controls  │  │ TMG Export Control   │
│ SUPPORT (FTRS LC)      │  │ Officer SO3 (FTRS LC)│  │ Administrator (EO)   │
└────────────────────────┘  └──────────────────────┘  └──────────────────────┘
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PART C - RESPONSIBILITIES

Responsibility	Percentage
1. Lead and manage the processing and administration of EC authorisations within the TMG EC team	50%
2. Drafting of EC authorisations to the standard and completeness required.	20%
3. Reviewing and support to reviewing of authorisation prior to their submission, to ensure that they are completed to the required standard.	10%
4. Provided day-to-day line management for holdover staff within the TMG EC team.	10%
5. Attend, lead and support meetings, and represent the TMG EC team as required.	4%
6. Support day-to-day management of the Selborne contract.	3%
8. Prepare briefs and statistical data for management purposes.	3%

PART D - SUCCESS PROFILES

Behaviours:

The following Competencies, Knowledge and Experience are necessary for the role of TMG Export Controls Officer SO3:

Competencies:

      a.   In date for all NCT mandatory training.
      b.   Protecting Information Levels 1, 2 & 3.
      c.   ICSC(M) (desirable).
      d.   APMP Project Managers Course (desirable).

Knowledge and Experience:

      a.   Knowledge of JSP248 and JSP822 (desirable).
      b.   Experience of training and/or education delivery in a RN or professional environment (essential).

	c.	Knowledge of good practice theories, tools and methodologies relating to training and education provision (desirable).
	d.	Experience of developing and maintaining constructive working relationships with partner organisations / commercial partners or working within a commercial environment (desirable).

PART E - LEARNING & DEVELOPMENT

The post holder will be required to undertake all MOD Mandatory Training related to the post and site, and to support the training of direct reports.

The post holder will be required to maintain the currency of their knowledge and skills relating to training/ education policies, standards, theories and methodologies through ongoing CPD.

PART F - SIGNATURES

Post holder:	
Name	
Signature	
Line Manager:	
Name	
Signature	
Date agreed:	
Date for review:	