

TERMS OF REFERENCE FOR BWO ASSISTANT and TRAINING MANAGER

PURPOSES

1. Primary Purpose. To fulfil Line Management and Divisional responsibilities in accordance with the relevant guidelines and timescales to meet CO HMS EXCELLENT objectives.
2. Act as the BWO Assistant and HMS EXCELLENT Departmental Co-ordinator for personnel under CO HMS EXCELLENT Command.
3. Develop and maintain a pro-active presence around HMS EXCELLENT, whilst ensuring that manning levels are maintained within Junior Rate Cadre, highlighting any shortfalls to BWO.
4. To provide a manpower update at the Weekly Command Briefing. To focus on assignment issues, watchkeeping concerns, future gapping and OBIEE states for all members of HMS EXCELLENT.
5. To maintain stores equipment which are required to deliver an Op bridge activation.
6. To act as 2i/c of establishing RSOI at HMS EXCELLENT on activation of Op Bridge.
7. To act as Line Manager to the EXEC Leading Hand.
8. To be an Equality and Diversity Advisor.
9. To chair DEPCO forum in the absence of the BWO.
10. To manage the Duty Senior Rates roster.
11. To oversee the management of the Duty Junior Rate roster.
12. Secondary Purpose. Training Manager.

WHOLE SHIP RESPONSIBILITIES

13. Divisional Officer for JRs across the Executive Dept.
14. Participate in Whole Ships activities in support of the Executive Department.
15. To be a member of the HMS EXCELLENT Senior Rate Roster.