

## **TERMS OF REFERENCE**

### **Head of Group (CPOET (ME) / VM SNCO) LCU RM TAMAR**

#### **Purposes**

1. **Primary Role within the Unit.** To act as the Head of Group for LCU craft, implementing the highest Engineering Standards relating to maintenance tasks and administration. To maintain good order and regularity wrt all subordinates within ES Tp, supporting the Chain of Command at all times.

#### **Superiors and reporting chain**

2. Accountable to WO OPS and ultimately OC ES for the functional delivery, administration and Divisional responsibilities of the LCU Group.

#### **Authority**

3. The LCU HoG is:

- a. Authorised to sign correspondence on behalf of the OC ES TP in matters relating to his primary purpose.
- b. Authorised to liaise with civilian contractors to ensure efficient and economical support packages are delivered.

#### **Principle tasks**

4. To monitor the equipment in their charge by vetting the associated registers, logs and maintenance schedules, UMMS tasks, conducting daily rounds of all running machinery and areas of responsibility in their Group.

- a. To ensure the R2 capability of the LCU craft are maintained, ensuring all defects that effect R2 are brought to the attention of the WO OPS / OC ES, (other than those of a minor nature).
- b. To monitor the competence of those who operate and maintain equipment, and to ensure that current machinery operating instructions are displayed adjacent to machinery.
- c. To enforce safety precautions as laid down in BRd 3000 Chapter 3 and BRd 167, paying particular attention to ensuring that systems under maintenance are 'Tagged Out' in accordance with the latest instructions.
- d. To ensure that all machinery and logistics state boards in the engineering office and on MOSS are updated daily.
- e. To deploy on operations as directed by OC ES in support of 1 AGRM.
- f. To complete all maintenance on time or raise the relevant feedback and notify the WOET.
- g. To ensure the preservation, cleanliness and good order of their sections.
- h. To be conversant with the appropriate sections of BRd 1313 for the conduct of maintenance, servicing and control of tools (including ASE).
- i. To be familiar with all aspects of stores and spare gear. To ensure their proper use and control and to monitor all demands in accordance with BRd 1313 and JSP 886.

- j. To conduct Section reviews of the Sections within his Group at regular intervals.

**Secondary Roles or tasks**

- 5. Be a Duty Senior iaw DRO's.
- 6. Divisional Officer as directed by OC ES.

**Qualifications required**

**7. Essential**

- a. ME287 POET Power and Generation.
- b. ME436a UMMS planner.
- c. ME438C LCU Mk10 maintainer.
- d. CMS Green skills.
- e. RNLA 106 Divisional Officer.
- f. Medical Risk Assessor.
- g. CBRNDC 23 Level 2 First Aid.

**8. Desirable**

- a. DTTT Defence Train the Trainer.

Agreed by

Job Holder

1RO

Sign

Print

Date

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