

**OFFICIAL SENSITIVE - PERSONAL**

26 Jan 24

**TERMS OF REFERENCE – RAF WYTON STATION QUARTERMASTER**

**Post Title:** RAF Wyton Station Quartermaster

**Rank:** Maj (OF3)

**Position:** As RAF Wyton Station Quartermaster (QM), the post is the primary J4 position working for the Stn Commander (Cdr).

1. These Terms of Reference (TOR) detail the Stn QM responsibilities as well as identifying the broader aims and goals of RAF Wyton Stn Headquarters and NCGI. Any amendments to these TORs are to be agreed with both the Stn Cdr and NCGI Dep Hd Ops.

**NCGI PURPOSE**

Provide impactful geospatial intelligence and open source intelligence that enhances defence's ability to understand, plan, target and navigate.

**WYTON HEADQUARTERS MISSION**

To safely, securely and effectively manage and operate RAF Wyton to support the outputs of Defence Intelligence and our lodger and parented units, whilst focussing on enhancing the lived experience of the whole force.

**POST HOLDER'S TASKS AND RESPONSIBILITIES**

2. The Post Holder is the Stn lead for all J4, Hard and Soft Facilities Management (FM), including Catering, Retail and Leisure (CRL) matters in support of the Stn Cdr's aim to provide the best possible support to Lodger Units at Wyton Station within the assigned resources according to their needs. Primary roles include the following:

- a. Lead for in-service infrastructure, future defence infrastructure services, site development and unit moves, in conjunction with National Centre for Geospatial Intelligence (NCGI), programme delivery teams and other authorities and departments.
- b. Lead for J4 Logs, Safety Health Environmental advice, Facilities Management, and Catering Retail and Leisure.
- c. Line management of 14 civil servants (4 x C2/HEO, 7 x D/EO, and 3 x AO/EO) spanning the station Total Safety Cell, Soft, and Hard FM Teams, in accordance with their TORs and fulfilling line manager responsibilities where identified.
- d. Liaison with station J5 to deliver station-level programmes into service (eg Command Infrastructure Development Plan).
- e. Lead Accommodation Management Working Group, managing applications for technical and office accommodation and lodger unit's service level agreements.
- f. Management and forecasting of all station Single Living Accommodation requirements.
- g. Provide materiel accounting, assurance and explosive safety advice to the Stn Cdr.
- h. Deputise for Stn Cdr as required.

3. You are to ensure that terms of reference are issued to all your staff.

4. You are responsible for ensuring that, within your area of responsibility, procedures exist to apprise staffs of the broad aims of UKStratCom, NCGI and RAF Wyton Headquarters and the role that they are expected to play in achieving those aims. You are also to ensure that all staffs are given appropriate induction training and that training needs are evaluated and monitored thereby ensuring that future training and development needs are identified and, where possible, met.

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### AUTHORITY

5. Commensurate with Major/OF3 rank.

### TRAINING/COMPETENCES REQUIRED FOR THE POST

#### 6. Required Knowledge and Experience:

##### a. Essential:

- (1) All Arms Quartermaster course.
- (2) Experience as Unit or Station QM or QM(T).

##### b. Desirable:

- (1) Joint Infrastructure Users course.
- (2) Experience managing Civil Servants.
- (3) Contract Monitoring experience.
- (4) Experience of Unit-level moves, Unit deployments or relocations.
- (5) SHEA experience and qualifications (eg Land Environment Safety Officer).
- (6) DV cleared. (Can be obtained on assignment.)

### APPRAISAL REPORTING CHAIN

7. 1<sup>st</sup> Reporting Officer: Stn Cdr, RAF Wyton  
2<sup>nd</sup> Reporting Officer: NCGI Dep Hd Ops  
3<sup>rd</sup> Reporting Officer: (as required)

### MANDATORY RESPONSIBILITIES

8. **Health and Safety.** You are responsible for the health, safety and welfare of yourself and visitors to your area of responsibility in accordance with the Health and Safety at Work Act 1974, associated legislation, RAF Wyton Health and Safety Instructions and any relevant instructions issued by higher authority.

9. **Environmental Protection (EP).** You are responsible for protecting the environment from any actions by yourself in accordance with the EP Act 1990, associated legislation, the RAF Wyton EP Plan and any relevant instructions issued by higher authority.

10. **Diversity & Inclusion.** You are responsible for ensuring that the RAF Wyton Diversity and Inclusion Policy is implemented within your area by:

- a. Ensuring your behaviour and personal conduct is exemplary and that you treat all your colleagues with fairness, decency and respect.
- b. Promoting initiatives to raise the profile and public perception of the MOD in the local community through the Station Diversity and Inclusion Network.
- c. Promoting the benefits of embracing cultural diversity.
- d. Modelling the behaviour you would wish to see reflected in your area.
- e. Fostering an environment where personnel feel able to register a complaint without fear of victimisation.
- f. Wherever possible, taking account of the religious and cultural needs of individuals,

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where this is compatible with operational requirements.

- g. Ensuring that racist or sexist language and inappropriate nicknames are not used.
- h. Ensuring that any complaints are dealt with sensitively and appropriately.

11. **Mandatory Competencies.** You are to ensure these competencies are maintained in line with FTRS TCoS.

12. **Data Protection.** GDPR requires that all information of a personal nature is kept secure. You are to be aware of this regulation in relation to your duties.

J N Doyle  
Wg Cdr  
Stn Cdr  
Ext 7209

**I have read and understood my Terms of Reference agreed on**

Signature:

Name: