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| **TERMS OF REFERENCE** | |
| **PART A – POST DETAILS** | |
| **Post Title** | ABTS / AIO OPERATOR |
| **Grade** | OR2 |
| **Location** | FOST(SM) SCTT Faslane |
| **HRMS Position Numbers** | 1903941 | 1903943 | 1999911 | 1999934 | 1999935 |
| **HRMS Job Family/Job Code** | FOST & ACNS T |
| **Function (eg Finance, HR)** | Sonar Simulator Desk Driver and ABTS/AIO Operator |
| **Line Manager Name/Grade** | CPO WS(TSM) |
| **Day-to-day Supervisor (if different)** | LH WS(TSM) |
| **Countersigning Officer Name/Grade** | ST 123 |
| **Working Pattern (FT/PT/Alternative)/hours** | 0730 - 1600 |
| **Security Clearance Required** | Security Check (SC) |

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| **PART B - ORGANISATION & BACKGROUND** |
| **Details of Organisation:**  FOST(SM) Shore Command Team Training (CTT) Facility, delivering Tactical Training to SSBN, SSN crews, SMCC and Training courses in support OC. |
| **Job Purpose:**   1. To maintain own role professional knowledge to enable efficiency within position. 2. Conduct daily users checks, reporting equipment defects and ensure the CTTs are prepared prior to the start of training sessions. 3. Operate the Submarine Command System (SMCS) and assist the LH WS(TSM) to maintain an accurate Tactical Picture within the VERACITY & THRASHER CTTs. 4. To assist with training through operating of all Action Information Organisation (AIO) / TSM equipment in the Control Room iaw current doctrine in support of unit training or SMCC as required. 5. Conduct Water Safety Equipment Log (WSEL) inspections and maintenance schedules of FOST N WSEL equipment as directed by LH WS(SSM). 6. Provide office materials and consumable stores for CTTs as required. 7. To ensure that the SCTT simulators are fully secured IAW FOST N security regulations on completion of training. 8. To participate in Submarine Command Course (SMCC) Command Briefs or Lectures as directed by CPO WS(TSM) or LH WS(TSM). |
| 1. **Organisation Chart**   Training Officer  FASSCTT  TO FASSCTT  FASSCTT  CPO WS(TSM)  FASSCTT  FASSCTT  LH WS(TSM)  FASSCTT  **FASSCTT**  **AB WS(TSM)**  **FASSCTT**  Head of Training FASSCTT HOT    Training XO FASSCTT TXO  TXO FASSCTT |

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| **PART C - RESPONSIBILITIES** | |
| **Specific responsibilities**  List specific responsibilities including any line management and budgetary responsibilities, noting the percentage of time spent on each. | |
| **Responsibility** | **Percentage** |
| 1. Operate Sonar Simulator Desk | 50% |
| 2. Operate all TSM equipment for CTT, Unit Training or SMCC | 40% |
| 3. Maintain WSEL equipment | 10% |

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| **PART D - SUCCESS PROFILES** |
| **Behaviours:**   1. Good communicator 2. Team player 3. Ability to work at pace 4. See the bigger picture 5. Effective decision maker   **Experience:**   1. Prior experience on an SSN/SSBN in a role as a TSM rating is highly desirable. 2. Previous IT experience is essential, as the role will involve extensive use of Microsoft Office equipment.   **Technical:**   1. Be able to act as an effective Sonar Desk Driver in a busy shipping/tactical environment. 2. Be able to operate effectively with all Control Room TSM equipment in a complex Tactical scenario.   **Strengths:**   1. Inclusive 2. Adaptable 3. Confident 4. Efficient 5. Responsible   **Ability:**   1. Undertake a verbal reasoning test to ensure your verbal capabilities. 2. Undertake a numerical reasoning test to ensure your numeracy capabilities. |

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| **PART E - LEARNING & DEVELOPMENT** |
| 1. Advanced Level Diversity & Inclusion 2. Defence Information Management Passport 3. First Aid – Level 2 4. To ensure suitability and credibility for this role, the candidate must be able to pass a Royal Navy AB WS(TSM) Role Performance Examination. |

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| **PART F - SIGNATURES** | |
| **Post holder:** |  |
| Name |  |
| Signature |  |
| **Line Manager:** |  |
| Name |  |
| Signature |  |
| **Date agreed:** |  |
| **Date for review:** |  |