

TERMS OF REFERENCE: TMG EWO**PART A – POST DETAILS**

Post Title	TMG EWO
Grade	OR9
Location	West Battery, Whale Island
JPA Number	2111416
HRMS Job Family/Job Code	
Line Manager Name/Grade	TMG Executive Officer (TMG XO)
Day-to-day Supervisor (if different)	
Countersigning Officer Name/Grade	Dir P&T
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 locations.

The Authority has a need to establish a suitably resourced and empowered ‘customer’ function to manage the contract, coordinate and manage the provision of Authority enablers and dependencies, and hold the Contractor to account for the delivery of the in-scope training services to the volume and quality standard required by the Authority.

The Authority’s responsibilities as an intelligent customer will be discharged through the Authority component of the Training Management Group (TMG) within the Personnel and Training Directorate. The TMG is the key forum for collaborative working between the Authority and the Contractor at a corporate level, and for the day-to-day management and oversight of the training service.

The Authority’s role as ‘customer’ within the TMG is to oversee, assure, consult, inform and influence, not to determine how the Contractor delivers the contracted services. The Authority component of the TMG constitutes both a centralised team and local ‘key customers’ at the point of training delivery to support the proactive management of the Contractor and the coordination of relevant Authority dependencies.

The TMG operates on a collaborative basis with joint-working between the Authority and Contractor to help each Party achieve their aligned objectives. This includes the Parties working together to identify and resolve risks and issues, and to realise opportunities. It also involves the Parties supporting one another to help fulfil their respective

responsibilities and obligations, in accordance with the terms set out in Clause 62 (Cooperation and Collaboration) of the contract. In the case of the Authority, this will mean the provision of technical SME advice and guidance to the Contractor in relation to RN training and education, support in the design and implementation of remedial, opportunity realisation and modernisation plans, and facilitating change elsewhere within the RN which supports and enables the realisation of benefits within the training system.

Job Purpose

The TMG EWO is a key adviser to the Command on welfare, morale, personnel development and people issues and is instrumental in supporting the Moral Component of Operational Capability. In order to fulfil the role effectively, the TMG EWO is to have a clear line of access to the XO and CO who are his/her 1st and 2nd Reporting Officers, meeting ad hoc or routinely at an appropriate frequency.

The TMG EWO is by appointment the most senior Non-Commissioned Officer in the organisation and is therefore entitled to exercise special command over all other Warrant Officers & Senior Rates, Senior Non-Commissioned Officers and Junior Rates/Ranks onboard regardless of where their line management lies.

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

- At all times, the TMG EWO is to act as a conduit to the Executive Officer and Commanding Officer on morale, welfare and all other personnel issues through ad hoc and routine engagement;
- As a key member of the base higher-level management, the TMG EWO is to have the appropriate level of engagement with the Training Schools within in scope training locations;
- Ensure that the highest values and standards of the Service are set and maintained at all times.
- Link into the CWO network to share information and disseminate to TMG Cmd and Training Schools.
- To chair routine TMG Dept Coord Meetings with the most senior Non-Commissioned Officers in each of the in scope training school and act as the conduit of information to and from the Command chain, ensuring that Naval Service and TMG policies are being communicated effectively and coherently to all personnel.
- Attend the TMG Cmd Group meetings to provide an update on morale, welfare, all other personnel issues, whole ship training, staff NCT requirements¹, and updates on NC divisional policy.
- To visit all in scope training locations on a regular and ad hoc basis in pursuance of his/her duties.
- To accompany Command at functions, events and during visits in the capacity of the establishment Senior Non-Commissioned Officer.

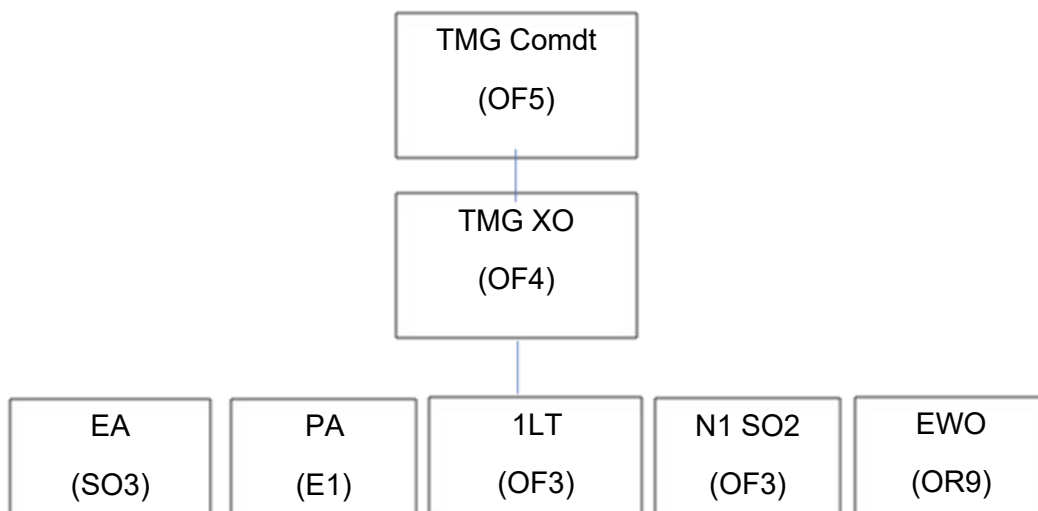
¹ IAW [RNTM 07-031/19](#).

- To assist the XO, in conjunction with the 1st Lt, in support of the Divisional system, providing general advice on personnel issues, channelling specific casework to Command and the relevant specialist organisations.
- To assist in scope training locations ensuring Diversity and Inclusion policy and directives are applied.
- Manage the induction requirements of all new personnel, including ensuring that the online training material remains current by linking into sponsor organisations.
- Track induction and mandatory training requirement completion rates for TMG HQ personnel.
- In conjunction with Training Establishment Executive, be accountable for TMG building and space allocation;
- Undertake the roles of building manager for the TMG HQ, West Battery.
- Link into the EXC duty rosters to ensure that TMG HQ is sufficiently represented.

The post holder shall note that these approved TORs seek to describe the extent of the role and its responsibilities, as far as practicable. Ultimately, however, it is up to the individual to achieve the job purpose using their leadership, professional ability and management skills. Thus, these TORs should not be seen as prescriptive and post holders are expected to exercise initiative and be innovative, which may require operating outside their TORs. In these circumstances post holders are not to be constrained by their TORs in achieving success but must ensure that their line manager and others are kept informed as appropriate.

Organisation Chart

The TMG EWO is accountable to the Training Management Group Executive Officer (XO).



PART C - RESPONSIBILITIES

Responsible for:	Percentage
Act as a conduit to the XO and CO on morale, welfare and all other personnel issues through ad hoc and routine engagement.	35%
Link into the CWO network to share information and disseminate to TMG Cmd and Training Schools.	10%
Chair TMG Dept DEPCOs with the most SNCOs in each of the TMG pillars and act as the conduit to and from the CoC.	10%
Attend the Bi-weekly TMG CUB meeting to provide an update on moral, welfare, all other personnel issues and RN N1 policy.	10%
Visit all in scope training locations on a regular basis in pursuance of their duties.	10%
Assist the XO and 1st Lt in support of the Divisional system, providing general and specialist advice on personnel issues.	15%
Manage new joiner induction requirements, including and ensuring that the online training remains current by linking into sponsor organisations.	5%
In conjunction with Training Establishment Executive, be accountable for TMG building and space allocation.	5%

PART D - AUTHORITY

The TMG WO has the following authority:

- Liaise with with Dir P&T staff, NCHQ staff, DE&S, SDA, ISS, DIO, capability managers, and other parts of the MOD up to 1* level to enable achievement of the 'Job Purpose'.

PART E - SUCCESS PROFILES

The following competencies, experience and behaviours are necessary for the role of SOX Training Ops Support:

Competencies:

- In date for all NCT mandatory training.
- Protecting Information Levels 1, 2 & 3.

Knowledge and experience:

- Knowledge of BR 3 (Naval Personnel Management) (essential).
- Experience of training and/or education delivery in a RN or professional environment (essential).
- Experience of leading or participating in the senior management of training and education delivery organisations (desirable).

- d. Experience of the development and/or management of complex training pipelines to achieve a defined training output (desirable).
- e. Knowledge of good practice theories, tools and methodologies relating to training and education provision. (desirable).
- f. Experience of developing and maintaining constructive working relationships with partner organisations / commercial partners or working within a commercial environment (desirable).

Behaviours:

- a. Leadership.
- b. Communicating and Influencing.
- c. Working Together.
- d. Seeing the Big Picture.
- e. Making Effective Decisions.
- f. Delivering at Pace.

PART F - 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:

