

**LOCATION:** NAPIER BLDG **UNIT:** HMS SULTAN  
**POST:** ASSISTANT STAFF OPERATIONS OFFICER  
**RANK/GRADE:** CPO / WO2 / WO1 RN  
**LAST REVIEWED:** AUG 2022

### **ASSISTANT STAFF OPERATIONS OFFICER (ASOO) – TERMS OF REFERENCE**

1. **Mission.** To train and educate competent and highly motivated engineers and technicians to the Royal Navy through the Defence School of Marine Engineering (DSMarE) and the Royal Navy Air Engineering and Survival School (RNAESS) in order to enable a world class Navy through engineers able to deliver under fire.
2. **Primary Role.** The ASOO is to directly support the Executive Department in the management of Executive functions which include values and standards, oversee the organisation and management of Junior Rate single living accommodation (SLA) and assist as directed with Executive Department functional tasks.

### **Purpose**

#### **3. Primary Purposes**

- a. Support the ESS contracted Accommodation Manager and Supervisors in routine management, safety compliance and coordination of SLA block supervising personnel (Block SR, LH of Block and LH of Floor).
- b. Oversee Phase 2 and 3 SLA bookings and liaise with DSMarE / RNAESS as required to ensure correct allocation.
- c. Ensure maximisation of accommodation stock by adherence to priority system and timely vacation on completion of SULTAN duties.
- d. As required attend routine Hard / Soft FM and Site Infrastructure Management meetings.
- e. As required support the Exec Management of routine establishment Governance to include review of SULSO's and drafting temporary memorandums
- f. In conjunction with the SULTAN SHEF department assist in the mandated safety compliance of all SLA including fire safety.
- g. Liaise with the main Future Defence Infrastructure Services Contractor Vivo to ensure the safe and timely delivery of contracted SLA works.
- h. As required assist SOO / 1LT in the delivery of a compliant, exercised and tested site wide exercises to include Business Continuity Plan (BCP) as directed by DCTT, emergency procedures and tabletop exercises as directed.
- i. Assist the ITSO in the delivery and support of IT C4i across the SULTAN site to ensure compliance and conformity.

- j. To assist SOO and act as SULTAN POC for Lodger support and act as secretary of the termly SULTAN Lodgers meeting.
- k. Support the 1LT / CLMO in Executive functional tasks as directed.
- l. To act as the Building Manager for Fort Grange Keep in support of the SULTAN Voluntary Cadet Corp.

#### 4. Secondary Purposes

- a. To act as the Supervising Senior for the JRAC.
- b. As required assist the Exec PO in the coordination and allocation of SLA working parties.

#### 5. Post Holders Tasks/Responsibilities

Serial No	Principle Tasks and Responsibilities	Estimated % time
1	In conjunction with the ESS primary contractor oversee the correct allocation and day to day management of SULTAN SLA to facilitate the maximisation of occupancy to support the Portsmouth Local Service Commander in SLA utilisation.	20
2	Develop a close liaison with DSMarE / RNAESS to ensure the correct SLA allocation to ensure correct accommodation allocation, identify accommodation pinch points, manage out musters and accommodation allocation for holdover personnel.	10
3	Act as the focal point for the coordination of routine soft and hard FM issues including the monitoring of routine repairs in conjunction with SULTAN Site Manager and primary FDIS contractor, Vivo. Liaising with Vivo staff conduct periodic checks of contracted work to ensure that it has been completed correctly, safely and is timely.	15
4	As required support the Exec team with routine establishment Governance and Executive functional tasks including the periodical review of SULSO's, drafting of relevant Temporary Memorandums and any other SULTAN establishment orders.	10
5	Develop a close liaison with the SULTAN Fire Focal Point to ensure SULTAN SLA is fire compliant and routine tests and exercises are completed IAW legislation.	5
6	Work in close liaison with Block SR's, LH of Blocks and Floors to enhance the 'lived experience' of those occupying SULTAN SLA.	10
7	As directed by the Resilience and Business Continuity (BC) officer assist in the delivery of annual BC exercises to ensure SULTAN compliance.	5
8	Except for DSMarE and RNAESS, assist the ITSO and the Information Manager in the delivery and support of IT C4i for all departments and lodgers	10
9	Provide a focal point for routine SULTAN Lodgers in the day-to-day support of their individual units and act as the secretary at the CO's termly Lodgers meeting.	5
10	Act as the Fort Grange Keep Building Manager for the SULTAN VCC reporting defects, overseeing routine infrastructure repairs and ensuring maintenance schedules are completed.	10

6. **Accountability & Reporting Chain.** Dependant on the nature of the task the ASOO is directly responsible to the 1LT / SOO. SOO will act as the first reporting officer and the XO as the second reporting Officer.

## 7. Additional Responsibilities.

a. **Equality and Diversity.** You are responsible for ensuring that your personal conduct is in accordance with the terms of The Equality Act 2010 (EA 2010) and Public Sector Equality Duty (PSED). In particular you are to ensure that:

- i. Your behaviour and personal conduct are exemplary and that you treat all your colleagues with fairness, decency and respect.
- ii. The use of racist or sexist language or the use of inappropriate nicknames ceases.
- iii. You foster an environment where personnel feel able to register a complaint.
- iv. Any complaints are investigated swiftly and sensitively.

b. **Health and Safety.** In general terms, under the Health & Safety at Work Act 1974 (the Act), you are responsible for taking reasonable care for the health, safety and welfare of yourself and others who may be affected by your acts or omissions. You are to comply with the requirements set out in the MOD Health and Safety Manual (JSP 375) and all other applicable associated MOD published safety regulations, procedures and conditions.

- i. Employers/Line Managers are to note that under the Act, employers have a duty to look at the design and construction of their facilities and the conduct of their undertakings as a whole, to ensure that the safety of their employees and that of others associated with their undertakings and of the general public is not adversely affected by their activities (Sections 2,3 and 4 of the Act).
- ii. All Employees are to note that they have a duty to take reasonable care to avoid injury to themselves and to others in meeting their statutory requirements (section 7 of the Act). Also, they may not interfere with or misuse anything provided in compliance with the Act, to protect their health, safety or welfare (section 8 of the Act).

c. **Resilience & Business Continuity (R&BC).** Your R&BC staff priority is RED. You must ensure that you are aware of your responsibilities and response actions that you should take on initiation of the Business Continuity Plan.

## 8. Skills and knowledge profile.

Core Competencies	Required background, experience and attributes
Essential	
Highly Desirable	H&S awareness with some fire safety knowledge
Desirable	
Functional Competencies	
Essential	
Desirable	Microsoft Office knowledge
Professional/External Qualifications	

## 9. Training and development.

Training/Development Course	Essential (E) Desirable (D)	Target Date
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Information Management Passport	E	
Protecting Information Level 1	E	

10. **Appraisal.**

- a. Date of next MPAR and SJAR:

**Acknowledgement:**

I acknowledge receipt and understand the above Terms of Reference.

Name:

Date:

Rank:

Post:

**Approved:**

Name:

Date:

Rank:

Post: