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| Naval Base Form No. | Issue 01 |
| Sponsored by | Feb 23 |



**TERMS OF REFERENCE
HM NAVAL BASE CLYDE (HMNB(C))**

COMSUBFLOT's AIM

To provide force Generation and assurance to the Submarines of the Submarine Flotilla, supporting them through life on operations and at home.

Post Details

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|---|---|
| Post Title & Team | Personnel Support Group (Faslane) (PSG(F))- Employment Leading Hand. |
| HRMS/JPA position no | |
| Grade/Rank | OR4 |
| Location | Neptune Admin Building |
| Line Manager Name & Post Title | PO Dickson – Temporary Employment Manager |
| Business or Safety Critical Post | No |
| Post loading Nuc/Non-Nuc | Non-Nuc |
| Nuclear Baseline Post Level (if appropriate) | NA |

Primary Purpose

The Personnel Support Group Faslane (PSG(F)) Employment Leading Hand is to provide administrative support to PSG Temporary Employment Cell. In order to achieve this primary purpose the following tasks are to be undertaken:

- (a) Allocate appropriate employment for PSG personnel in line with their JMES and PSG directives.
- (b) Nominate appropriate personnel for local augmentation/outreach events.
- (c) Nominate appropriate personnel for Fleet directed augmentation.
- (d) Allocate personnel in order to match appropriate manpower requests to the PSG.
- (e) To ensure correct data input of the employment for joiner/leavers for the PSG master spreadsheet iaw SOP's.
- (f) Ensure all PSG personnel adhere to the correct leave process.
- (g) Carry out other functions and tasks as directed by EWO/DEPCO/Employment Manager.
- (h) Uphold and maintain Naval Service Core values whilst setting an example to others.

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Secondary Purpose

Support Neptune DNB Supervisor watchbill.

Responsibilities

The postholder must adhere to the COMSUBFLOT Diversity and Inclusion Policy.

Authority

The Employment LH is authorised to:

- (a) Liaise with Naval Base Departments, Lodger Units, MOD Organisations and external agencies in pursuit of their purpose.

Post Functional Competences:

N/A

Professional/External Qualifications:

Leading Rates Leadership Course

Learning and Development

Pre-joining Essential:

- DSAI
- IT Skills
- Caldicott Principles
- Safeguarding

Post-joining Essential:

- Fire Awareness (e-learning, annual)
- Security Threat Brief (brief, annual)
- Display Screen Equipment (e-learning, 2 yrs)
- Defence Information Management Passport (e-learning, 3 years)
- Equality and Diversity Essentials (if unqualified as ED&IA) (e-learning, 3 years)
- Environmental Protection Awareness (course, 3 yrs)
- RNFT (annual)
- Substance misuse (U30 annual, Over 30 3 yrs,)
- Security Clearance (10 yrs)
- IOSH Working Safely (course, 5 yrs)
- Unacceptable Behaviour training

Health and safety

The Post holder has a personal legal responsibility for their own health and safety and that of others who might be harmed by their actions or omissions. Staff are required to cooperate with their Employer and others on health and safety and not to interfere with or misuse anything provided for health, safety or welfare. All staff are required to prevent harm to the environment,

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which can be achieved by minimising waste, using the recycling facilities provided, turning off unwanted heating and lighting, reporting water leaks and preventing pollution of the water, land and air. Causing or knowingly permitting a pollution incident could result in a breach of legislation as well as causing harm to the environment.

Review of Terms of Reference

TORs are to be reviewed and agreed annually. Line Managers are to ensure that any change to a Nuclear Baseline post is managed in accordance with NB Business Procedure 48 – Organisational Change.

Name of Job Holder.....

Name of Line Manager... PO Dickson...

Signature.....

Signature..... *Lee Dickson*

Date: 24 Feb 23
Date for review: 22 Feb 24

Date: 24 Feb 23
Date for review: 22 Feb 24