

## **TERMS OF REFERENCE FOR BARRACK MASTER AND HORSEA SPOC**

### **PURPOSES**

1. Primary Purpose. To fulfil line management/divisional responsibilities in accordance with the relevant guidelines and timescales and to meet CO HMS EXCELLENT objectives.
2. Act as HMS EXCELLENT RN Interface for services provided by the Accommodation / Mess Managers for all accommodation on Whale Island.
3. Act as HMS Excellent RN Interface for all Lodger Units Building Managers.
4. Develop and maintain a pro-active partnering relationship with staff of the VIVO Defence, ESS, their contractors and sub-contractors to ensure a quality service is provided and a value for money service is provided. Regular meetings with the AMEY Defence and key ESS Accommodation Managers.
5. To maintain oversight of the day to day management of all accommodation, liaising with the HMS EXCELLENT Lodger Units where appropriate regarding contractual changes or contractual issues relating to the accommodation blocks.
6. To manage the Messes and accommodation assets with reference to maintenance, repairs, refurbishment and current & future availability in relation to demand.
7. To check appropriate standard of cleaning and general maintenance contract for all accommodation areas.
8. To ensure military standards are maintained across Junior Rate Mess.
9. To apply Local area accommodation priority policy.
10. Oversight / programming of in / out musters in all Messes.
11. Liaise directly with ESS and Defence Infra Organisation (DIO) when dealing with Site Infrastructure Management.
12. Attend Portsmouth Area Accommodation meetings.
13. Secondary Purpose Horsea Island Single Point of Contact.

### **WHOLESHIP RESPONSIBILITIES**

14. Divisional Officer for employed JRs across the Executive Dept.
15. Whole Ships activities in support of the Executive Department.
16. Responsible to the Executive Department for Health & Safety within Accommodation areas.
17. To be a member of the HMS EXCELLENT Senior Rate Roster.
18. To act as Moby's Bar Supervising Senior Rate if required.