

TERMS OF REFERENCE

INTERNATIONAL DEFENCE MARITIME TRAINING TEAM (IMTT) SO3

JPA Line No: 2038319

Date authorised: 23 Jul 21

Date of next review: 23 Jul 22

Preamble

1. TOR provide a framework to assist in achieving objectives and clarifying accountability. Whilst approved TORs are a major contribution towards improved management, ultimately it is up to the individual leader to deliver effective and efficient outputs using leadership, professional ability and management skills. Thus, TOR should not be seen as prescriptive and post holders are expected to exercise initiative and be innovative, which may require operating outside their TOR. In these circumstances post holders are not to be constrained by their TOR in achieving success but must ensure that their line manager is kept informed, along with MWS OCWS when appropriate.

2. IMTT SO3 is a staff officer and instructor who is the second-in-charge of the International Defence Maritime Training Team (IMTT) which comprises IMTT OiC, IMTT SO3, IMTT Navigation (Nav), IMTT Warfare (War), IMTT Seamanship (Sea) and IMTT Above Water Warfare (AWW). The team is located at MWS Collingwood and HMS Raleigh (IMTT AWW only) and is a Training Delivery Unit of the Warfare Support Training Group (WSTG) working for International Defence Training (IDT) based in Phoenix Building at HMS Excellent.

Primary Purpose.

3. Second-in-charge of the IMTT for the development, management, planning, coordination and delivery of international maritime assurance and training to international maritime organisations overseas.

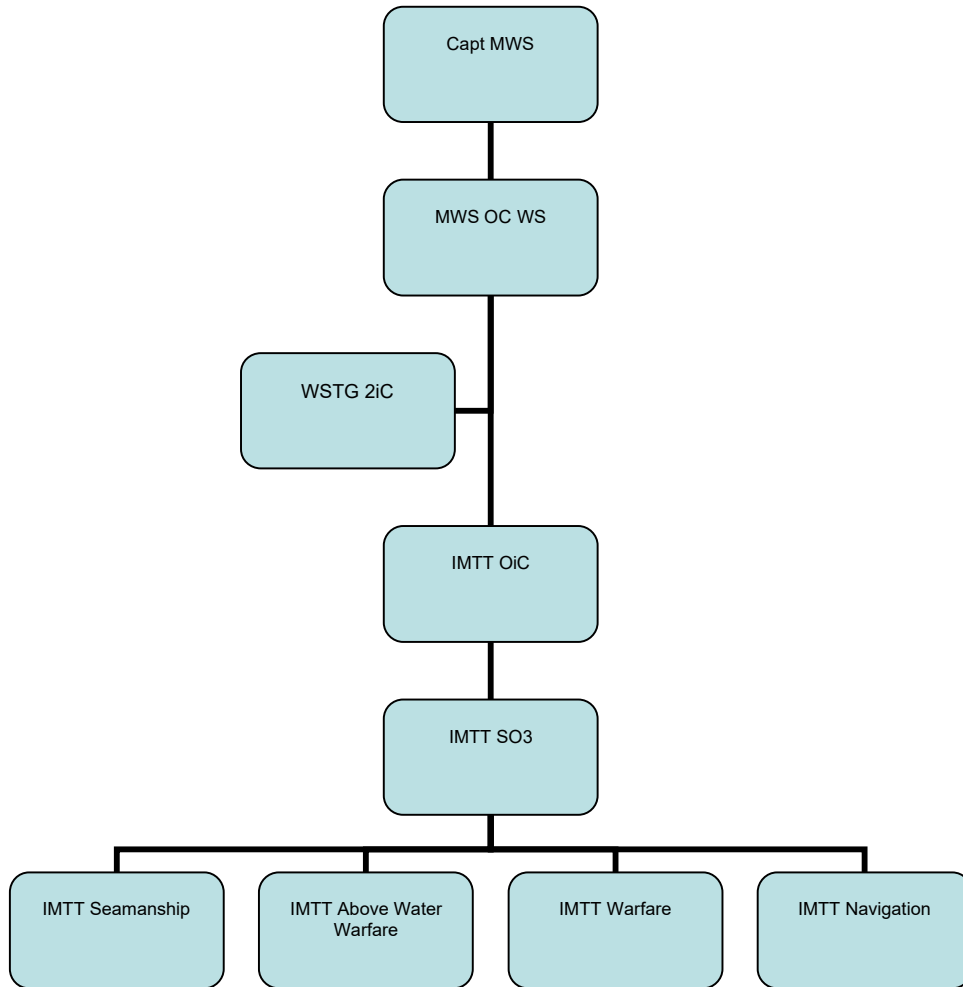
Secondary Purposes.

4.
 - a. Deliver international training and assurance as directed by IMTT OiC in support of Defence Diplomacy, Alliances and wider UK interests.
 - b. Develop, manage and maintain accurate, up-to-date and valid lessons and training media for the delivery of maritime training.
 - c. To provide advice and execution of assurance and training within the IMTT.
 - d. As directed by IMTT OiC, act as Training Liaison Officer for assigned training delivery tasking.
 - e. Act as Divisional Officer.
 - f. Staff and, where appropriate, sign appraisal reports on IMTT Staff.
 - g. Act as Staff Officer for IMTT projects and studies as required.

- h. Where spare capacity exists, support the broader MWS WSTG International Defence Training output.
- i. Manage the social media of IMTT in consultation with CWD PRO.
- j. Manage the IMTT DLE portfolio.

Organisation

5.



Accountability

- 6. IMTT SO3 is accountable to IMTT OiC.

Authority

- 7. IMTT SO3 is authorised to:
 - a. Sign letters and release signals on behalf of IMTT OiC on non-controversial matters relating to International Defence Training or his co-ordinating tasks.
 - b. Represent and speak on behalf of International Defence Training on matters relating to IMTT or his co-ordinating tasks.

- c. Liaise with Service and Civilian authorities as required to achieve his purpose.

Principal Tasks

- 8. IMTT SO3 is responsible for:
 - a. Supervision, co-ordination and administration of all courses within IMTT to the prescribed standards.
 - b. Collaboratively working with Service and Civilian authorities to identify, develop, enhance and optimise the delivery of international seamanship assurance and training.
 - c. Ensuring training delivery is in accordance with Defence Systems Approach to Training.
 - d. Ensuring training delivery is in accordance with the IMTT Training Quality Manual.
 - e. Ensure measures are in place to maintain physical and document security within IMTT.
 - f. Remaining mission fully deployable (NCT, Medical, Health, Fitness).
 - g. Development, organisation and maintenance of leadership and management training media and resources.
 - h. Delivery of Leadership and Management training.
 - i. Delivery of branch training, coaching and mentoring.
 - j. Delivery of branch practices and equipment assurance.
 - k. Rendering timely and accurate reports of IMTT training activity.
 - l. Delivery of presentations on aspects of IMTT as required.
 - m. Rendering timely and accurate reports of IMTT performance in the absence of IMTT OiC.
 - n. Rendering timely, fair and accurate reports for IMTT Staff.
 - o. Provision of submissions, citations and commendations for awards for IMTT Staff as required.
 - p. Liaison with IDT to identify future requirement, development and improvement of training courses.

Competencies

- 9
 - a. DCTS Defence Instructional Techniques Course/Defence Train the Trainer Course (Essential).
 - b. Management|Divisional Officer (RNLA 106)|Navy| (Essential).
 - c. DCTS Defence Training Manager's Course (Desirable).

- d. Initial Command & Staff Course (Desirable).
- e. Care of Trainee competence.