

TERMS OF REFERENCE – DOETQC5

Organisation: Defence School of Marine Engineering (DSMarE)

Department: Ratings Training Group (RTG)

Post: DOETQC5 / 1879869 **Rank:** OR7

Responsibilities:

1. To act as Divisional Officer for those ratings assigned to their division.
2. To manage the divisional care of Engineering Technicians undergoing training within DSMarE in accordance with Sultan Standing Orders and BR3 ensuring personnel attain the requisite standards to fit them for relevant promotion and employment within the Fleet.
3. To provide divisional care to all Engineering Technicians undergoing training within ETQC in the absence of an individual's Divisional Officer.
4. Maintaining the discipline, welfare and standards of ratings on ETQC, in particular those within their division.
5. To raise Formal Assessment Review, SJARs and warning reports for ratings within their division.
6. To assist with the management and delivery of the Training Warning System in accordance with SULSO's
7. To hold update and despatch as appropriate divisional documents and training records
8. To raise End of Course Reports for trainees within their Division.
9. To identify in conjunction with Course Manager ratings that are to receive course prizes.
10. Ensure that trainees remain in employment during any holdover period whilst on course.
11. Liaising with the relevant Career Manager regarding the onward assigning of ratings.
12. Liaising with academic staff and Functional Groups to ensure their trainees have a Training Recovery Plan for missing or failed modules.
13. Ensuring ETQC ratings are ready in all respects IAW with the current joining instructions for the relevant Leadership Courses attending LRLC or SRLC during or immediately after ETQC.

14. To remain in date for mandatory training on Equality and Diversity and comply with the Commanding Officer's Equality and Diversity policy and Discrimination Laws. In addition, maintain a working environment free from harassment, intimidation and unlawful discrimination.
15. To initiate action in support of formal requests from trainees.
16. To attend Requestmen , Defaulters and civilian courts in support of trainees.
17. To act as Training Duty Officer (TDO) in accordance with SULSOs and undertake Establishment duties as required.

Accountability and Authority

18. Accountable to the Deputy Training Officer Engineering Technician Qualifying Courses.
19. Accountable to the Officer of the Day whilst acting as TDO.
20. Communicate directly with next of kin of trainees within their division.
21. Liaise with those ships, establishments and organisations appropriate to the pursuit of his responsibilities
22. Grant up to 2 days Discretionary Leave for compassionate or other extraordinary reasons keeping DTOETQC and TOME informed at all times

Specific Tasks

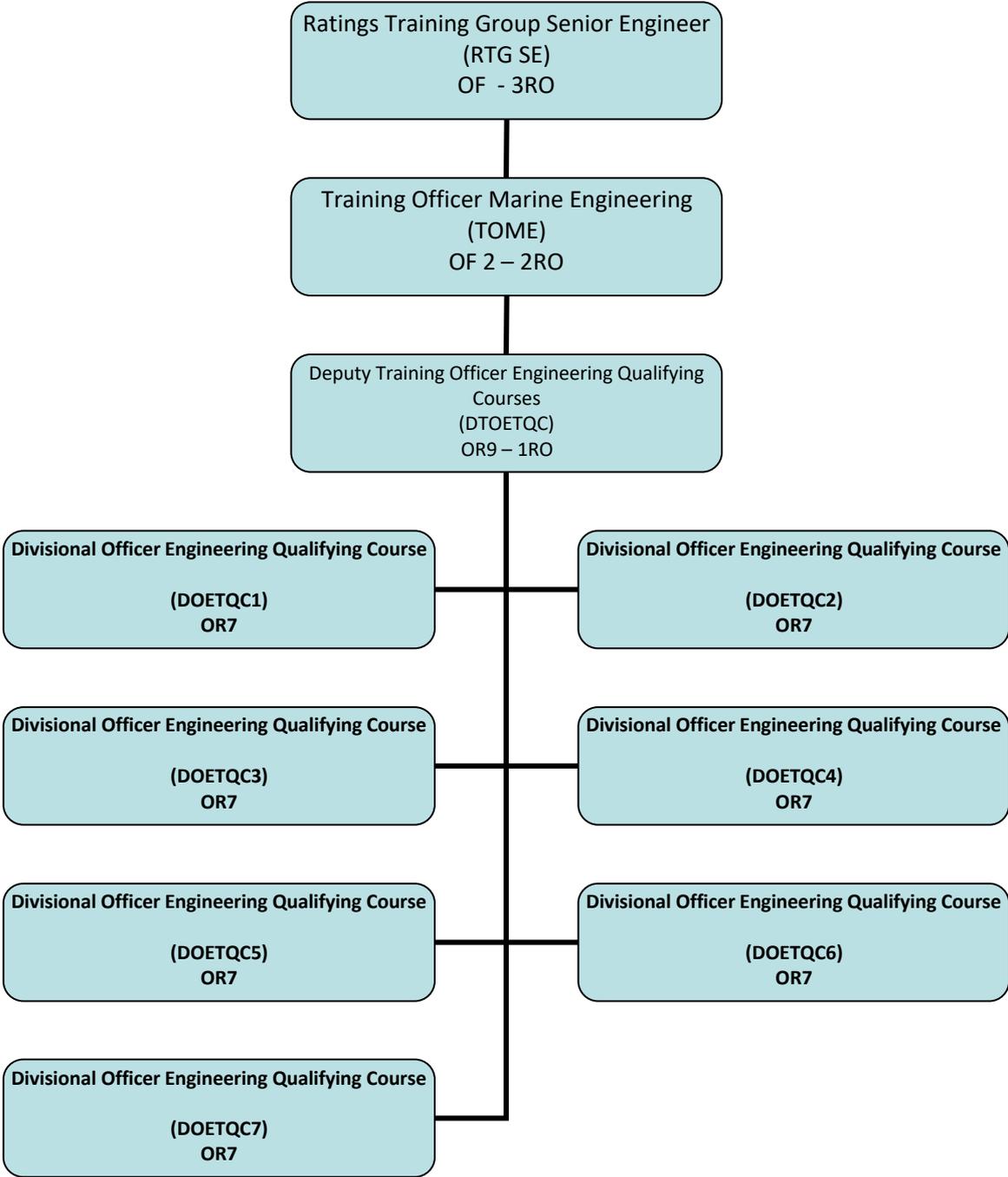
23. To carry out the Duties of the Accommodation Block Senior Rate (if required)

Mandatory Competencies

24. Management Divisional Officer
25. Senior Rates Leadership Course
26. CRB Enhanced

Reporting Chain and Organisation

27.



Chief Petty Officer
DOETQC 5

Warrant Officer 1
DTOEQTC