

TERMS OF REFERENCE	
PART A – POST DETAILS	
Post Title	CDIO Executive Assistant (EA)
Grade	OF3/OF2
Location	Portsmouth
HRMS Position Number	tbc
HRMS Job Family/Job Code	Information and DDaT
Function (eg Finance, HR)	Navy Digital
Line Manager Name/Grade	NAVY DIGITAL-DEP CDIO / C5ISR N6 / Cdre RN
Day-to-day Supervisor (if different)	
Countersigning Officer Name/Grade	Chief Digital and Information Officer / SCS1
Working Pattern (FT/PT/Alternative)/hours	Full-time
Security Clearance Required	SC

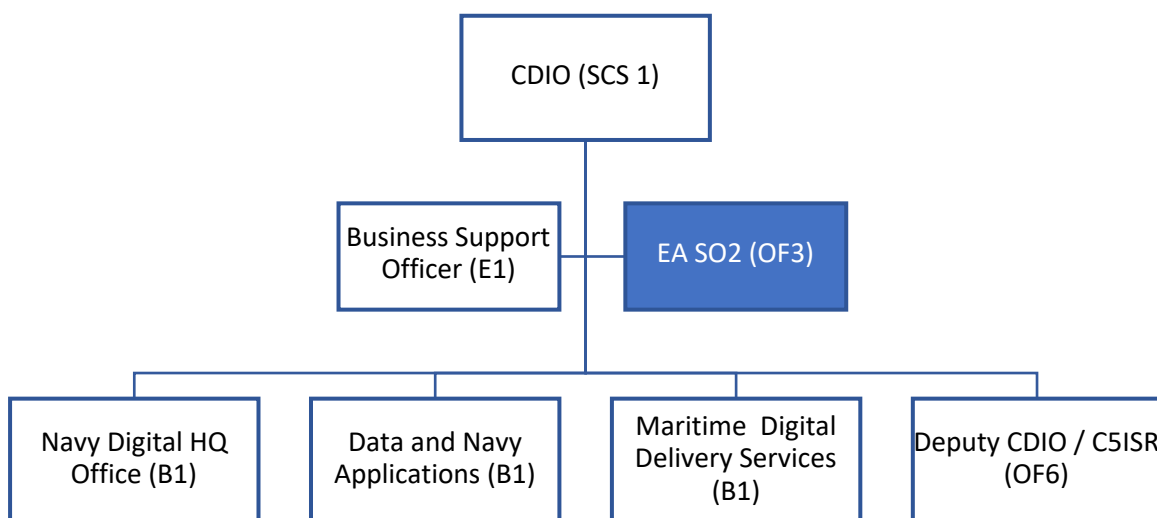
PART B - ORGANISATION & BACKGROUND
<p>Details of Organisation/Business Directorate</p> <p>The Royal Navy has committed to become a digitised and data-driven organisation by 2025. Through doing so the Royal Navy will lead and champion excellence within this space, keeping pace with allies of the United Kingdom and avoiding risks our adversaries may pose in this space should they develop enhanced operational capabilities. A new approach is required to transform the Royal Navy and improve how it delivers its objectives and optimises the use of digital technology.</p> <p>Navy Digital was created and the Chief Digital Information Officer (CDIO) role generated in 2020 within the Royal Navy focused on delivering this transformation. Navy Digital will provide the digital, data and information enablers for both maritime operations and business support functions. It will be the driving force behind digital transformation across the service and ensure that we are on the front foot in meeting head on the challenges and opportunities that the future will present.</p>
<p>Job Purpose - background and context</p> <p>The role of Executive Assistant to CDIO is a key role within the Digital Directorate, responsible for providing military experience and knowledge to a civilian director. Ensuring the CDIO understands the military elements and outputs of the navy effectively to be able to make informed decisions. Also responsible for overseeing, cohering and coordinating the operating and business functions of Navy Digital in support of CDIO.</p>
<p>Primary Purposes:</p>

- Act as Chief Digital and Information Officer's Executive assistant and advisor, ensuring an understanding of military elements and outputs of the navy are effectively transferred.
- Act as DCOS to division supporting dispersed COS responsibilities (Mainly DCDIO).
- Ensure that the outputs of CDIO are maximised to deliver Digital Transformation by providing the interface to the military elements of the HQ and wider organisation.
- Coordination and oversight of the annual military reporting requirements.
- Ensure dependencies between NCHQ Digital Workforce requirements captured.
- Maintain and update Digital Staff Business Continuity Plans. Ensure all business and HR functions executed in line with military, civil servant and contractual policies, including the oversight of financial awards.
- Arbitrate on resource requirements across the division in order to balance workload and optimise output.
- Act as the custodian of Navy Digitals SEMP. Convene a Health and Safety Committee within Navy Digital to include participation from Co-ords and Equipment Approval Authority Holders.

Secondary Purposes:

- Send emails and coordinate appointments on CDIO's behalf. Keeping CDIO Business Support Officer (BSO) informed.
- CDIO EA DCOS is authorised to liaise with all MoD authorities as necessary to achieve role purposes.
- CDIO EA DCOS is authorised to sign letters and release signals on matters relating to achievement of role purposes.

Organisation Chart



tbc

Specific responsibilities

List specific responsibilities including any line management and budgetary responsibilities, noting the percentage of time spent on each.

Responsibility	Percentage
Ensuring the CDIO understands the military elements and outputs of the navy effectively.	50
Supporting dispersed COS responsibilities in Navy Digital	20
Coordination and oversight of the annual reporting requirements.	10
Line Management responsibilities for BSO.	10
SEMP and BCP sustainment and management.	5
Arbitrate on resource requirements across the division in order to balance workload and optimise output.	5

PART D - SUCCESS PROFILES

List the elements of the Success Profiles Framework that are applicable to the role

Behaviours:**Experience:**

- Military experience, preferably Royal Navy.
- Civil Service Management experience
- Capability, Planning or Finance background would be desirable.

Technical:

- IT skilled - MS Office competent.
- Resource Management
- JPA & MyHR Admin

PART E - LEARNING & DEVELOPMENT

DIMP

General security brief

Business continuity

Unconscious bias

Display screen equipment

Equality and diversity

Recruitment and selection

SCRUM training (Foundation)

NEBOSH National General Certificate in Operational Health and Safety

PART F - SIGNATURES**Post holder:**

Name

Signature

Line Manager:

Name

Signature

Date agreed:**Date for review:**