

HMNB CLYDE - TERMS OF REFERENCE & RESPONSIBILITIES

Proposed changes to these TORRs will only become effective when the appropriate approval process is complete – staff must consult with their Departmental Business Manager prior to amending

Refer to TORR v1.6 Guidance notes prior to completion

Section 1 - Job Information						
Job information						
Job Title	Base 1 st Lt					
Grade / Rank	Lt Cdr					
MyHR Position No.	00064057	JPA No.	2136856			
Job Code(s)	20006 (old code 000202)					
Organisation Structure						
Director	COB					
Department	COB					
Line Manager Job Title	BXO					
Line Manager MyHR Position No.	00064056	JPA No.	1779373			
Countersigning Officer Job Title	COB					
Countersigning Officer Position No.	00064054	JPA No.	1779368			
Line Management Responsibilities <i>List details of all direct reports</i>	Job Title	Position Number		Grade Rank		
		MyHR	JPA			
	PDEV Officer	00064016	1779598	WOPT		
	Exec SR1	N/A	2136855	CPO		
	MACCO 2	00173036	NA	AO		
	MACCO 3	30008311	NA	AA		
	Traffic Management 1	00211840	NA	AO		
	Traffic Management 2	00211841	NA	AO		
	MTE Armourer	00080892	NA	SZ3		
	Range Warden	30001288	NA	SZ2		
Drumfork Manager	00232153	NA	EO			
Countersigning Officer Responsibilities <i>List number and grade of staff postholder has CSO responsibility for</i>	2xCPOPT 1xPO 2xAO					
Baseline	NW	NP	NERO	WOME	WIH	IC
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Requirement Plan	NTRP			WTRP		
	<input type="checkbox"/>			<input type="checkbox"/>		
Approved PCL Level	Choose an item.					

Section 2 - Job Purpose

Briefly describe the job, highlighting key responsibilities and outputs.

The purpose of Captain of the Base (CoB) Department is the provision of services and facilities for all Service personnel at HMNB Clyde, including accommodation, catering, medical/dental, sports and recreation, welfare and personal administrative support. The Executive Section, within CoB Dept, delivers overall administration coordination:

The 1st Lt (N) primary purpose is to direct Naval and Civilian personnel of the Executive Department, for ensuring delivery of manpower resources, H&S and Site Co-ordination including some outstations, whilst ensuring that the highest Service and personnel standards are maintained in keeping with Service traditions and ethos and act as 'Primus inter Paras' for Lieutenant Commanders in the Base.

To be the Deputy Head (DHOD) of the Executive Department and to administer the Executive Department as required by the Base Executive Officer

Section 3 - Principal Tasks

Describe the principal tasks undertaken by the post holder. For Baseline / PCL related tasking, include applicable functional competences and authorisation conditions at the end of each task.

Tasking related to Baseline / PCL

Tasking not related to Baseline / PCL

To support BXO in his role within HMNB Clyde.

Act as HOD to the Physical Training Department.

To be the lead D&I Advisor for HMNB Clyde and the COB area.

Provide a GLAD function to the Military Training Element.

To be the COB Unit Security Officer.

To be the Divisional Officer to the Executive Department Senior Rates and act as Senior Divisional Mentor to HMS Neptune and HMNB Clyde as required.

To be the lead NEHQ Staff Officer within the Nuclear Emergency Response Organisation and manage the NERO Staff Officer roster.

To be the Supervising Officer of the WO&SRs' Mess.

To co-ordinate the care of vulnerable personnel, maintain the Persons At Risk (PAR) register and chair the fortnightly Carers Forum (PAR).

To be the OFSTED nominee for HMNB Clyde and co-ordinate the Welfare & Duty of Care (WDoC) for under 18s and trainees within HMNB Clyde.

Deputise for the BXO, as Head of the Executive Department in his absence from the Establishment.

Tasking not related to Baseline / PCL

To act as the standby Duty Naval Base Officer (DNBO).

Liaise with appropriate external Service or civilian authorities on routine matters in support of his purposes.

To be the Supervising Officer for the WO/SR Mess

To exercise functional authority over the Executive Department as DHOD.

To act as Chairman for:

1. Carers Forum (PAR)
2. Unit Health Committee (In COB absence)
3. Drumfork Management Board (in COB absence)
4. Clyde EDI Committee (as Co-Chair with CS HR)

Section 4 – Authority and Accountabilities

Describe the scope of the post holder's authority and what they are accountable for, and to whom.

Authority

To be Deputy Base Executive Officer.

Authorised to sign letters, release signals and send emails for BXO on routine matters covered within his ToR, liaising as required with all Service and external agencies as required to achieve his purpose.

To exercise functional authority over:

- 1) All uniformed personnel within HMNB Clyde, except for those officers senior by rank, for matters of discipline and standards.
- 2) All Duty Naval Base Officers (DNBO) and Neptune Duty Naval Base Supervisors in the Execution of their duties.

Accountable for

Accountable to

Section 5 - Behaviours and competences

List the behaviours and functional competences essential or desirable to the job.

Essential behaviours

Seeing the Big Picture

Changing and Improving

Making Effective Decision

Leadership

Communicating and Influencing

Developing Self and Others

Delivering at Pace

Desirable behaviours

Essential functional competences		
Competence	Description	Level

Desirable functional competences		
Competence	Description	Level

Section 6 – Training, Qualifications, Licences and Professional Memberships

List the training, qualifications, licences and professional memberships essential or desirable to the job. Include functional and approved SQEP training requirements.

Essential Training
LNEPC
EDIA Course

Essential Training
Desirable Training

Section 7 – Additional Post Requirements

*List any additional requirements or experience needed to fully discharge the duties of the post
e.g. medical, driving licence*

Essential
Desirable

Section 8 – Security Requirements

Post holder must be familiar with, and adhere to, all security instructions

Required security clearance level	Security Check	<input type="checkbox"/>
	Developed Vetting	<input type="checkbox"/>
Reserved Post		<input type="checkbox"/>
Post holder will require access to the following nuclear information:		
NNPPI	<input type="checkbox"/>	ATOMIC
	<input type="checkbox"/>	PSA
	<input type="checkbox"/>	

Section 9 – Standing Statements

Health and Safety

All HMNB Clyde staff must be familiar with, and adhere to, Establishment Health & Safety and Environmental Protection regulations and procedures and complete all relevant mandatory training

Diversity and Inclusion

All HMNB Clyde staff must be familiar with, and adhere to, MOD Diversity and Inclusion policies and complete all relevant mandatory training. All staff must be treated with respect and be able to work in an environment which promotes inclusion and dignity.

Learning and Development

All HMNB Clyde staff are responsible for ensuring their training needs are identified, are agreed with their line manager and reviewed throughout the year.

Review

All posts should be regarded as flexible and therefore subject to change to meet business needs and priorities. As a minimum, posts and tasks should be reviewed as part of the mid-year and end of year reporting cycles.

Section 10 – Agreement

Job holder			
Name			
Signature		Date	
Line manager			
Name			
Signature		Date	
NTQSC endorsement of nuclear training and competence requirements			
NTQSC Ref		Date	

Section 11 – Record of changes to TORRs

Version	OCP Ref (If applicable)	Comments	Date