

Issue Date: 17 Jan 24

Review Date: 17 Jan 25

## **TERMS OF REFERENCE FOR**

Post Holder: Tbc

Full Title: Barrack Services LCpl

Short Title: BKS SVCES LCPL

### **Part 1: Job Summary**

#### **PREAMBLE**

#### **PURPOSES**

1. Primary Purpose.

To manage and co-ordinate CTCRM in year resource planning

2. Secondary Purposes.

Monitor all Other Rank accommodation to ensure it has ownership, signed for and a March In/Out procedure has taken place.

Liaise with the cleaning contractor and monitor cleaning standards within OR accommodation.

Arrange repair and control access to OR accommodation with Works department.

Apply personal skills and knowledge to the required standard to all tasks undertaken.

#### **ACCOUNTABILITY**

3. Accountable to OC Base through IC Accommodation Administrator.

#### **AUTHORITY**

4. To liaise at appropriate levels with CTCRM departments and Soft FM cleaners

#### **TASKS**

5. The post holder is to carry out the following tasks:

- a. To be Building Manager (BM) of L Block.
- b. Monitor cleaning standards within all Trained Ranks on Course & Perm Staff JR accommodation.
- c. Arrange repair and control access to all JR accommodation with Works department.
- d. Perform march in/march out procedures with inliers.
- e. Apply personal skills and knowledge to the required standard to all tasks undertaken.

f. Accountable to OC Base Coy through Accommodation JNCO.

**ESTABLISHMENT DUTIES**

- 6. 6. The post holder will carry out the following Establishment Duties:
  - a. Duty Orderly

**COMPETENCIES**

- 7. The post holder is to be computer literate and possess good communication skills. It is a physical role and as such good medical health is paramount.

	<b>COURSE REFERENCE</b>	<b>SKILL LEVEL (ADV/INT/BASIC)</b>
PAT Testing		Basic

**Part 2: Key Change Objectives**

(To be agreed between employee and Line Manager annually or on taking up the post)

- 1. During the next 12 months, the post holder is to direct his efforts to achieve his primary and secondary purposes, with the following specific targets:
  - a.
  - b.
  - c.

Signature of Job Holder:

Signature of Line Manager: M Latham

Date:

Date: