

TERMS OF REFERENCE - GUIDANCE	
PART A – POST DETAILS	
Post Title	PO WS(TSM) Training Assistant
Grade	OR 6
Location	FOST(SM) SCTT Faslane
FTRS Position Number	2132112
Home Serve Vacancy ID	4697
Function (eg Finance, HR)	Sonar Simulator Desk Driver and Tactical Picture Supervisor
Line Manager Name/Grade	CPO WS(TSM)
Day-to-day Supervisor (if different)	CPO WS(TSM)
Countersigning Officer Name/Grade	ST 123
Working Pattern (FT/PT/Alternative)/hours	0730 - 1600
Security Clearance Required	Security Check (SC) Developed Vetting (Desirable)

PART B - ORGANISATION & BACKGROUND	
Details of Organisation/Business Directorate Primary Role. The PO WS(TSM) will be employed in VERACITY, THRASHER, and ALERT Command Team Trainers within the Faslane Submarine Command Team Trainer (FASSCTT) Department. The rating will be directly responsible to the CPO WS(TSM).	
Secondary Role: <ol style="list-style-type: none"> 1. Assist the CPO WS(TSM) in the delivery of Command Team Training to all positions in the Sound Room & Control Room iaw current doctrine. 2. Will work as part of a Submarine Command Team and perform the duties & responsibilities as a Tactical Picture Supervisor during SMCC. 3. Will be responsible for the instruction of Junior Warfare Officers & Junior Ratings in procedural requirements of basic TMA iaw current documentation. 4. Will ensure Pre-user equipment checks are carried out on all equipment and that both CTTs are fully prepared for the start of training and report to the Course CPO WS(TSM) 15 mins prior to training commencing. 5. Conduct Royal Naval User Tests (RNUTs) within VERACITY & THRASHER CTT's to prove the functionality of all equipment on completion of software upgrades. 6. Ensure that the SCTT is fully secured IAW FOST(SM) Security Procedures on completion of all training. 7. The PO WS(TSM) is responsible for the preparation of all training within the SCTTs. 8. Supervise and maintain all FOST(SM) WSEL equipment IAW WSEL log schedule. 9. Act as the Duty Naval Base Supervisor in Naval Base Clyde as required. 10. Ensure that the simulators are fully secured IAW FOST(SM) Security regulations on completion of training. 	
Organisation Chart	<pre> graph TD HOT[Head of Training FASSCTT HOT] --> TXO[Training XO FASSCTT TXO] TXO --- TO[Training Officer FASSCTT TO] TXO --> CPO[CPO WS(TSM) FASSCTT] CPO --> PO[PO WS(TSM) FASSCTT FTRS HC] PO --> FASSCTT[FASSCTT] </pre>

FASSCTT
AB WS(TSM)
FTRS HC

PART C - RESPONSIBILITIES

Primary:

1. Assist the CPO WS(TSM) in training Junior Warfare Officers and Ratings in TSM related procedures and policies, as dictated by current documentation and doctrine, ensuring Unit Warfare Departments & professional courses (including SMCC) are trained in accordance with the FOST(SM) Training Directive.

Secondary:

- a. Co-ordinate, assist and supervise SMQ trainees employed within the FASSCTT.
- b. Be capable of producing TSM continuation training for junior ratings.
- c. Work collaboratively with the SCTT Senior Rates ensuring equipment checks are performed out and reporting defects prior to training commencing.
- d. Operate Control Room equipment effectively in support of Career courses and SMCC.
- e. To act as Sonar Desk Operator within VERACITY & THRASHER CTTs.
- f. To be responsible for the co-ordination and training of SCTT personnel with respect to all aspects of operating the Sonar Desk Operator Simulation Desk.

RESPONSIBILITIES	PERCENTAGE
1. Sonar Desk Driver Operator	60%
2. Tactical Picture Supervisor	15%
3. SCTT Pre-user Checks	10%
4. Instructing Junior Ratings	5%
5. Royal Naval User Tests	5%
6. Security Checks on completion of training	5%

PART D - SUCCESS PROFILES

Behaviours:

1. Leadership & management
2. Effective decision maker
3. Good communicator
4. Team player
5. Good at developing others
6. Ability to work at pace

Experience:

1. Prior experience on an SSN/SSBN as a Senior Rate is essential.
2. Applicant must be competent, confident and effective in delivering detailed presentations to large audiences.
3. Should have a prior experience working on projects or deadlines, delivering effective outcomes within a specified deadline.
4. IT experience is essential, as the role will involve extensive use of Microsoft Office equipment.

Technical:

1. Be able to act as an effective OPSO in a busy shipping environment.
2. Be able to deliver an accurate Tactical Picture to the OOW during a complex Tactical Scenario, leading and working effectively with junior operators.

Strengths:

1. Adaptable
2. Confident
3. Efficient
4. Decisive
5. Inclusive
6. Responsible

Abilities:

1. Undertake a verbal reasoning test to ensure your verbal capabilities
2. Undertake a numerical reasoning test to ensure your numerical capabilities

PART E - LEARNING & DEVELOPMENT

1. Advanced Level Diversity & Inclusion
2. Defence Information Management Passport
3. First Aid – Level 2
4. To ensure suitability and credibility for this role, the candidate must be able to pass a Royal Navy PO WS(TSM) Role Performance Examination.

PART F - SIGNATURES

Post holder:

Name

Signature

Line Manager:

Name

Signature

Date agreed: