

HMS RALEIGH – INITIAL NAVAL TRAINING (RATINGS)

TERMS OF REFERENCE

POST DETAILS

POST: INTDTO5

RANK/GRADE: LT/WO1 (OF2/OR9)

POSITION NO: 2133828

LOCATION: HMS RALEIGH

UNIT: NELSON DIVISION

ORGANISATION

HMS RALEIGH VISION: *The home of Initial Naval Training of Royal Navy Ratings, Seamanship, Submarine Operations and Logistics Training developing highly motivated and capable individuals for the Royal Navy.*

INITIAL NAVAL TRAINING MISSION: *To Militarise and Marinise. Turning civilians into sailors to meet the future needs of a modern Royal Navy.*

POST HOLDER’S TASKS/RESPONSIBILITIES

1. Primary Role. The Post Holder’s primary purpose is to act as a Divisional Training Officer for Phase 1 Recruits, guiding and advising all members of their division on personal and professional matters in accordance with Initial Naval Training (R) Management of Training System (MTS) Documentation and Procedures and HMS Raleigh Standing Orders.

Ser No (a)	Tasks and Responsibilities (b)	Estimated % Time (c)
1	Divisional System – Incorporation and management of a robust Divisional system for all pertinent personnel within their respective Division.	100%
2	Military Personnel Management – Effective Mil personnel management of all recruits and staff within your charge, identifying shortfalls in standards and implementing corrective action in accordance with INT MTS.	100%
3	Naval Ethos / Discipline / EDA – INT(R) DTO are to instil and promote Naval Service Core Values and Discipline acting swiftly and consistently to correct all shortfalls.	100%
4	Ensure recruits achieve the key learning objectives of the Phase 1 training syllabus and thus achieve the required level of standards prior to moving onto their respective Phase 2 establishments.	100%
5	Ensure all relevant and useful information is passed on to the appropriate Divisional Officer when handing over any recruit between Phase 1 divisions.	50%
6	Ensure all relevant and useful information is passed on to the appropriate Divisional Officer when handing over recruits of interest to the relevant Phase 2 establishment.	50%
7	SpLD Management – Ensure administration and management of recruits with an SpLD, monitor performance and implement further SpLD screening if required.	50%
8	Co-ordination of all Phase 1 Tier 3 and DUDT warning tables.	10%
9	Host families and VIPs where required during Week 10 Passing Out	10%

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	Parades ensuring Naval Ethos and Naval Service Core Values are promoted at all times.	
10	Deliver in accordance with INT(R) Management of Training System (MTS) and associated Management of Training Plan (MTP); aligned to JSP 822.	As required

2. Secondary Duties

The Post Holder is required to conduct the following secondary duties when called upon.

- a. Senior Divisional Training Officer (SDTO) responsibilities iaw INT(R) & HMS Raleigh's Standing Orders as directed by OCINT.
- b. Perform Guard Officer duties when required by the training programme or when nominated for Special Events.
- c. Ensure H&S and D&I compliance within area of responsibility.
- d. Prepare SJAR reports for all relevant Divisional Staff meeting the Service reporting requirements required by NCHQ policy.
- e. HMS Raleigh Tasks – Including Ceremonial Duties.
- f. Conduct whole-ship community tasks to benefit the wider community and promote a positive image of the Royal Navy, HMS Raleigh and INT(R).

3. Authority

The Post Holder is accountable to the OCINT and has the following authority in pursuit of INT(R)

- a. All Divisional Phase One Instructors.
- b. All Divisional Phase 1 Recruits.

ADDITIONAL RESPONSIBILITIES/REQUIREMENTS

4. Diversity and Inclusion. You are responsible for ensuring that your personal conduct is in accordance with the terms of the RN Diversity and Inclusion policy. In particular, you are to:

- a. Ensure that your own conduct does not amount to bullying or harassment.
- b. Have the moral courage to challenge inappropriate behaviour.
- c. Be prepared to support those who experience or witness bullying or harassment

5. Health and Safety. With due cognisance to the Health & Safety at Work etc. Act 1974 (the Act), you are responsible for taking reasonable care for the health, safety and welfare of yourself and others who may be affected by your acts or omissions. You are to comply with the requirements set out in the MOD Health and Safety Manual (JSP375) and all other applicable associated MOD published safety regulations, procedures and conditions.

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a. Employers/Line Managers are to note that under the Act, employers have a duty to look at the design and construction of their facilities and the conduct of their undertakings as a whole, to ensure that the safety of their employees and that of others associated with their undertakings and of the general public is not adversely affected by their activities (Sections 2, 3 and 4 of the Act). Most management grades down to junior level are accountable as managers and, therefore, some of the general duties of employers as laid down in Section 2 and 3 of the Act apply to them in relation to their staff and work activities.

b. All Employees are to note that they have a duty to take reasonable care to avoid injury to themselves and to others by their work activities, and to co-operate with employers and others in meeting their statutory requirements (Section 7 of the Act). Also, they may not interfere with or misuse anything provided in compliance with the Act, to protect their health, safety or welfare (Section 8 of the Act).

6. Environmental Protection. You are responsible for ensuring all personnel within your AOR are aware of their role in protecting the environment in accordance with the Environmental Protection Act 1990, the Environment Act 1995 and associated legislation. You should pay particular attention to any local environmental issues and ensure that line managers conduct a significant environmental aspect review annually in accordance with the instructions contained in JSP 418 and report the findings to the Establishment's Environmental Protection Adviser.

7. Learning & Development. Line Manager and Post Holder are both responsible for ensuring that the incumbent's training needs are identified and agreed. See 'Training Needs' applicable to this post.

8. Business Continuity. Business Continuity (BC) is a core activity that ensures INT(R) is fully able to deliver training and is resilient to events that adversely affect INT(R) infrastructure, information systems and personnel. The INT (R) Business Continuity Plan is detailed in MTS Procedure XXX, which is authorised by OC INT. DTOs are responsible for accurate reporting of failures that result in the degradation of the BC plan.

POST HOLDER COMPETENCIES AND TRAINING NEEDS

9. Skills & Knowledge Profile

The Post Holder is to acquaint themselves with, and adhere to, all applicable Establishment Orders and the role specific policy directives and orders as listed below:

- HMS Raleigh Standing Orders
- INT (R) Standing Orders
- INT (R) MTS

10. Training Needs

Essential:

- All Mandatory RN/Civil Service training requirements as detailed on HRMS/JPA/AO
- Care of Trainees (CoT)
- Divisional Officers Course/ Divisional refresher
- Naval Service Coaching Workshop 1 (Navy)

Desirable:

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Coaching and Mentoring Level 3

11. Competences (Essential/Desirable):

Essential:

Management|Divisional Officer (RNLA 106)|Navy|
Miscellaneous|Care Of Trainees Course| Navy|
Defence Train The Trainer V2
JOLC1 and 2 (OF2)
WOSC (OR9)
DBS Check & Registration

Desirable:

First Aid Level 2
FMT 600
EDIA

12. Memberships

Nil.

REPORTING AND ACCOUNTABILITY

13. Alternative Working Pattern (AWP)

The opportunity to work an AWP, e.g. Job Share, Part-time working, Part-week homeworking is:

Available

Not Available

If AWP arrangements are not available, please specify reasons:

Training planning constraints and Instructor continuity preclude this post from being an AWP post.

14. Line Management Responsibility

The Post Holder is positioned within the INT(R) Organisation as described within INT(R) MTS.

Reporting Chain

1st Reporting Officer (1RO/LM):

OC INT

2nd Reporting Officer (2RO/3RO):

Commander Training

15. Appraisal Report Due

May 2021

SIGNATURES

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Post Holder: I acknowledge receipt of, and understand, these Terms of Reference.

Name:

Signature:

Line Manager:

Name:

Signature

Date Reviewed & Agreed: Date Due Review: (+ 12 months)