

Issue Date:

Review Date:

**TERMS OF REFERENCE FOR**  
**DIRECTORATE OF PEOPLE AND TRAINING CAREER MANAGEMENT RESERVES FULL**  
**TIME RESERVE SERVICE LEADING HAND**

Post Holder:

Full Title: **CAREER MANAGEMENT RESERVES FTRS LEADING HAND**

Short Title: **CM RES FTRS LH**

**Part 1: Job Summary**

**PURPOSES**

1. Primary Purpose. The primary purpose of the CM RES FTRS LH is act as the Royal Navy Manager for the SERVE Job Portal.
2. Secondary Purposes. The CM RES FTRS LH will also be, under the direction of the CM RES FTRS WO the main poc for the advertising of Joint Reserves Jobs.

**ACCOUNTABILITY**

3. CM RES FTRS LH is accountable to the FTRS PO2 for their primary role and the CM RES FTRS WO for their secondary role.

**AUTHORITY**

4. CM RES FTRS LH has the delegated authority from the CM RES FTRS WO to:
  - a. Correspond and liaise with all types of Units and Line Managers as necessary to achieve his/her purposes, advising CM RES FTRS WO beforehand of any non-routine circumstances.

**TASKS**

5. The post holder is to carry out the following tasks:
  - a. Produce advertisements for Royal Navy and Joint positions on the SERVE Portal.
  - b. Carry out regular weekly housekeeping of the SERVE to ensure advertisements remain up to date.
  - c. Create SERVE Professional User Logins for Job Sponsors.
  - d. Reset SERVE Professional Users Passwords as required.
  - e. Amend Adverts on SERVE as requested by Job Sponsors.
  - f. Process new FTRS applications on SERVE adding JPA screenshots and Appraisals
  - g. Administer the creation of JPA records for Honorary Officers.
  - h. Manage ID card applications and despatch to individuals on receipt ensuring SC has been achieved. Maintain ID Card Spreadsheet.
  - i. Manage the Medical Downgrade spreadsheet for Full Time Reserves.

- j. Undertake any other task as directed by the CM RES FTRS WO.

### **ESTABLISHMENT DUTIES**

6. The post holder will carry out Establishment Duties iaw the rate they hold.

### **COMPETENCIES**

7. The post holder is to be a Leading Hand of any specialisation. An administration background would be an advantage.

### **REPORTING CHAIN**

8. The Reporting Chain for the CM RES FTRS LH is as follows:

1<sup>ST</sup> RO            CM RES FTRS PO2

2<sup>ND</sup> RO            CM RES FTRS WO

## **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.

Signature of Job Holder

Signature of Line Manager

Date:

Date: