

Issue Date:

Review Date:

## **TERMS OF REFERENCE FOR**

Post Holder: OR2 RM FTRS HC

Full Title: COMMUNICATIONS SQUADRON HEADQUARTERS INFORMATION MANAGER

Short Title: SQN HQ - IM

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

#### **PREAMBLE**

#### **PURPOSES**

1. Primary Purpose. The Comms Sqn IM will provide clerical and information management support to the Sqn, working directly for the Sqn Sgt Major. The IM will manage all Sqn repositories and records and assist with JPA administration.
2. Secondary Purposes. Local Security Officer and Authorised Demander.

#### **ACCOUNTABILITY**

3. Accountable to OC Comms Sqn through the Sqn Sergeant Major.
4. 1RO will be 2IC Comms Sqn, 2RO will be OC Comms Sqn.

#### **AUTHORITY**

5.

#### **TASKS**

6. The post holder is to carry out the following tasks:
  - a. Support Comms HQ with clerical functions and operate as an Authorised Demander (AD).
  - b. Operate as a Local Security Officer (LSO).
  - c. Provide overall management of the Squadron's Office 365 repositories.
  - d. Manage information flow between forward deployed forces and rear IM Cell / JIACC.
  - e. Instruct in appropriate IM practice and ensure efficient WoW are maintained.
  - f. Assist with JPA exploitation using OBIEE.
  - g. Act as a link between the Sqn and the iHub for maintenance of equipment and new IM processes.
  - h. Assist the executive with the SJAR JPA process.

#### **ESTABLISHMENT DUTIES**

7. The post holder will carry out the following Establishment Duties:
  - a. Sqn working parties as required by the CoC.

#### **COMPETENCIES**

8. The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)
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SC	NSV Security Security Check Joint No	N/A

**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.
- d.

Signature of Job Holder

Signature of Line Manager

Date:

Date: