

HMS RALEIGH – INITIAL NAVAL TRAINING (RATINGS)

TERMS OF REFERENCE

POST DETAILS

POST: SOINT

RANK/GRADE: LT CDR (OF3)

POSITION NO: 2036670

LOCATION: HMS RALEIGH

UNIT: INT(R) HQ

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

Primary Role. The Post Holder's primary purpose is to be Responsible for all support functions to INT (R) for all Royal Navy and Royal Naval Reserve New Entry ratings as directed by Commander Training 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.

1. Primary Tasks. SOINT is to:

- a. Act as Staff Officer to Cdr Training.
- b. Act as Chief of Staff for INT (R) HQ (coordination of training delivery/training support requirements for Shannon/Whittal)
- c. Act as I/C of Ganges and Conqueror Divisions.
- d. Provide oversight to the Training Support Group (TSG).
- e. Act as INT(R) Risk Manager.
- f. Deputise for OCINT as required.
- g. Remain in date for all mandatory training and NCT competences.

2. Secondary Duties

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

- a. Act as 1RO to SO3 TS, SO3/WO1 CAST, Corporate Sqn WOs, and 2RO to all CPOs assigned to Corporate Sqn, Phase 1.5 and Conqueror.
- b. Supervise the SJAR/OJAR plot for INT(R), to include but not be limited to alignment meetings, tracking of annual JPA checks, RNFT statistics, MPAR dates and submission deadlines.
- c. Collate all INT(R) Statements of Need (SoN) and monitor all Building Manager returns.

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- d. Analyse all INT(R) and Ph2 C&W related BIS products for trends and issues.
- e. Be a member of the Duty Commanding Officer's roster.
- f. Act as Inspecting Officer on the Training and Ceremonial Divisions rosters.
- g. To attend HMS RALEIGH DHoDs representing INT(R).

3. **Authority.** SOINT is

a. **Authorised to:**

- (1) Review and amend Phase One training standards and course content in consultation with FLEET through HRTSG.
- (2) Liaise with external Service and Civilian authorities as necessary to achieve his/her purpose.
- (3) Issue INT Memorandum.
- (4) Deputise for Commander Training in his / her absence.
- (5) Issue final warnings to Phase One recruits for lack of progress or attitudinal shortcomings when representing OCINT.
- (6) Training Extend recruits that are failing to meet the required standards when representing OCINT.

b. **Given Authority over:**

- (1) All INT(R) Support Staff.
- (2) All Ph2 Care and Welfare Staff.
- (3) All Phase One 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) Executive & Divisional Standing Orders – INT MTS Section 8
INT (R) MTS

10. Training and Competency Needs

Essential:

All Mandatory RN/Civil Service training requirements as detailed on HRMS/JPA/AO
To be a Post Charge Lieutenant Commander Royal Navy
Care of Trainees (CoT)
Divisional Officers Course/ Divisional refresher
Defence Training Manager and COT DBS check

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Desirable:

L3 or 5 Coaching and Mentoring.
TRiM Manager.
EDIA / D&I Course.

REPORTING AND ACCOUNTABILITY

11. 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.

12. 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): Commander Training
2nd Reporting Officer (2RO/3RO): Captain HMS Raleigh

13. Appraisal Report Due

August 2021

SIGNATURES

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)