

Issue Date:

Review Date:

## **TERMS OF REFERENCE FOR**

Post Holder:

Full Title: RN|Submarine Operations|Coxswain/COXSWAIN|1099772

Short Title: COXSWAIN|1099772

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

#### **PREAMBLE**

Part of the function of the SUBFLOT Support Group (Devonport) is to provide personnel to support the Complement Reduction phase of the Trafalgar Class submarine disposal programme. On completion of a submarine's operational life, a period of over 2 years is required to prepare the platform for long-term storage in order to manage decay heat, secondary and hotel systems until they can be safely decommissioned. As a member of a close-knit team you will assist in this process, using your skills as a specialist submariner to safely and effectively operate and maintain the unit. This will include the provision of specialist advice to our industry partners, Babcock International and the Submarine Delivery Agency, with whom you will work closely. Submarine disposal presents a unique challenge which is not encountered in an operational platform, therefore you will need to be a critical thinker with a flexible approach. This position requires you to watch keep in a structured and stable watch bill.

#### **PURPOSES**

1. Primary Purpose.

To advise Command on all aspects of the crew welfare, morale and terms of employment. and are the Whole Ship Co-ordinator and as such is chair for the DEPCOs.

2. Secondary Purposes.

Trafalgar Class Qualified CPOOD.  
Manage the Watch and Station Bill  
Conduct duties as DSM.  
Act as Building Controller of Wolfe Building (N260)  
Lead DEPCO

#### **ACCOUNTABILITY**

You will be accountable to the Senior Naval Officer (SNO).

#### **TASKS**

Work on any SUBFLOT Support Group (Devonport) platform as directed by the SSG(D)CO  
Responsible for the collation of the Master Training Log.  
Whole ship manpower coordinator  
TRIM team manager.  
Diversity and Inclusion Advisor.  
Training and maintenance of SQEP including Subordinate training and administration.  
Member of Emergency Support and Firefighting team as the Attack Party Leader member of submarine Duty Watch  
NBCD and Whole Ship tasks as directed in watch and station bill

**ESTABLISHMENT DUTIES** (if req)

Not required.

**COMPETENCIES**

3. The post holder is to have the following qualifications / experience:

	<b>COURSE REFERENCE</b>	<b>SKILL LEVEL (ADV/INT/BASIC)</b>
	NMT 101	Preferred or training given
	T Class SMQ	12 months sea-going experience
	CBRNDC25(R)(SM)	Preferred or training given (MCA accredited)
	CBRNDC10 (SM)	Preferred or training given (MCA accredited)

**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:

As COXN you will be primarily responsible for the crew welfare, Moral and terms of employment in addition to holding the post as lead DEPCO. You will be expected to conduct CPOOD duties and later in the disposal process will be employed as a Duty Ships Manager.

Signature of Job Holder

Signature of Line Manager

Date:

Date: