

## Divisional Support Group (DSG) Divisional Officer 2 - Terms of Reference

### PART A – POST DETAILS

<b>Post title</b>	Divisional Support Group Divisional Officer (DSG DO) 2
<b>JPA position number</b>	2163707, 2163708, 2163690
<b>Grade/rank</b>	OR7 ANY
<b>Location</b>	Murrays Lane, HM Naval Base Portsmouth
<b>Line Manager's Name</b>	
<b>Countersigning officer's name</b>	

### PART B – BACKGROUND & ORGANISATION

#### Background:

1. To be the DO for all nominated Ranks/Ratings assigned or landed to the Portsmouth Personnel Support Group (PSG), who are non MA7 Recovery Cell (RC). To maintain morale, discipline and welfare and to support training needs in accordance with QRRN and BR 3. To help ensure personnel assigned to the PSG who are Wounded, Injured and Sick (WIS) return to effective service employment, or to provide support through the transition process to civilian life.
2. He/she is to provide support and guidance to all personnel assigned to the PSG for medical, disciplinary and welfare reasons.

#### Organisation: The Post Holder position aligns as shown:

1. The PSG is managed by NBC(P) and comprises of three sub-departments. A Warrant Officer (1) heads up each; the Recovery Cell (RC), Divisional Support Group (DSG) and Parent Support & Information (PS&I) sub-departments. Medical Staff and a Manpower Cell complete the setup.
2. The Post Holder is Line Manager/1<sup>st</sup> Reporting Officer to all personnel within their division.

### PART C – RESPONSIBILITIES

#### Primary Purpose:

- To deputise for the DSG WO(1) in his/her absence and to maintain an overview of all activities within the PSG. To interface, report and maintain liaison with OIC PSG, DSG WO, OIC RC, PSIT WO and BXO, as applicable.
- Act as DO to nominated Junior Ranks/Ratings of both the RN/RM Service assigned to the PSG, and temporary DO to those individuals landed.
- Interview and assess the needs of the individuals and hold regular meetings with other DSG/PSG staff to evaluate their requirements and ensure that both appropriate support and a reduction in length of time within the PSG is achieved when applicable.
- Assist the individuals to produce and maintain their Individual Recovery Plan (IRP) as applicable.
- Promote adherence and execution of RN Ethos whilst maintaining good order, discipline and

the wellbeing of Service personnel in accordance with QRRNs and BR3.

- Maintain contact as required, directly or indirectly, with the widely dispersed PSG personnel. Ensuring a comprehensive collation of administrative records of interactions.
- Liaise with career managers and organisations, to determine an appropriate plan to assist with the Professional and Personal development of divisional personnel.
- Attend court when necessary to represent a Portsmouth flotilla unit as DO, or whenever a member of his/her Division appears in court.
- Carry out hospital visits, to WIS personnel as required.
- Deliver Formal Orders and Warnings to Service personnel as both Professional and Discipline situations require.
- Liaise directly with hospitals, civilian and service police, civil courts, RNRMW, prospective employers and parents/guardians (U18's or with permission of over 18-year olds) of members of the Division on non-policy matters.
- Conduct the Naval Base Duty Senior Rate (NBDSR) duty iaw Duty Roster.

#### **SECONDARY ACTIVITIES AND RESPONSIBILITIES**

- Assist in the provision of on-job training for newly joined DSG DOs so that they may effectively fulfil their responsibilities and duties.
- In the absence of the DSG WO brief CO/XO Desig, EWO and DO courses on the role of the PSG/DSG/RC.

#### **ACCOUNTABILITY**

An DSGDO is accountable to DSG WO(1).

#### **AUTHORITY**

##### **DSG DO is:**

- Authorised to liaise directly with MOD Departments, NMA/Assigning Authorities, Heads of Departments and EWO/DEPCOs of Ships and Establishments, civilian authorities and parents/guardians (U18s or with their permission over 18 year olds) of personnel within RC/DSG on non-policy personnel matters.
- Sign DSG/PSG related correspondence on behalf of the OIC PSG and DSG WO.

#### **EQUALITY AND DIVERSITY**

The responsibility for implementing the Department's Equality and Diversity policies is shared by all staff. The Post Holder has a responsibility to ensure that the working environment is free from harassment and that the dignity of others is respected. The Post Holder will ensure that his/her own conduct or behaviour does not cause offence and will actively discourage colleagues from harassing others.

**Competences required:**

**Essential:** Defence Recovery, Capability Employment Training (DRCET); DO Course/Refresher; Caldicott Principles; Safeguarding and Mental Health First Aid - (All IAW BR3 Annex 33).

**Desirable:** Active listening, Loss and Bereavement, Battleback & MAC Familiarisation, TRiM and D&I

**Learning & Development:**

*Pre-joining Essential:* Divisional Officer Refresher Course;

*Post Joining:*

Fire Awareness (e-learning, annual)

Security Threat Brief (e-learning, annual)

Defence Information Management Passport (e-learning, 3 years)

Equality and Diversity Essentials (e-learning, 3 years)

Unconscious Bias (e-learning, 3 years)

Display Screen Equipment Training (e-learning, 2 years)

Any competencies not held as opportunity arises. PCD is strongly encouraged and supported.

**PART E — ADDITIONAL REQUIREMENTS****Health & Safety:**

Post holder must be fully acquainted with the Establishment's Health & Safety and Environmental Protection Regulations and procedures at Her Majesty's Naval Base Portsmouth and complete all mandatory training.

**Equal Opportunities & Diversity**

Post holder must adhere to the RN D&I policy and complete all mandatory training.

**Learning & Development**

Line manager and post holder are both responsible for ensuring the post incumbent's training needs are identified and agreed within their Personal Training and Development Plan and reviewed at 6 monthly intervals, or more frequently, if subject to flexible resourcing requirements.

**PART F — SIGNATURES****Post holder:**

*Name:*

*Signature:*

**Line Manager:**

*Name:*

*Signature:*

**Date agreed:****Date for review:**