

Issue Date: 23/03/2021

Review Date: TBC

TERMS OF REFERENCE FOR

Post Holder: PO(Sea)

Full Title: Chief Boatswain's Mate (CBM) Disposal & Reserve Ships Organisation

Short Title: DRSO CBM

Part 1: Job Summary

PREAMBLE

The Disposal and Reserve Ships Organisation (DRSO), based at HMNB Portsmouth part of the NBC Portsmouth Organisation is charged with supporting HM Ships in rundown preparations and taking custody of unmanned ships in awaiting reactivation or disposal. Out-station travel and absence is occasionally required when supporting ships not berthed at Portsmouth Naval Base.

PURPOSES

1. Primary Purpose.

Custody duties for Reserve and Disposal Ships iaw DRSO Standing Orders

2. Secondary Purposes.

- a. To advise, lead and control on all seamanship related operational and maintenance matters.
- b. Responsible for Boat operation and deck maintenance.
- c. As instructed by OIC DRSO – Project Manage the run-down of MoD vessels entering Reserve or Disposal.
- d. To act as Divisional Officer to DRSO J/R.
- e. Unit Health and Safety Adviser (HSA) Charge of the DRSO Unit safety equipment.

ACCOUNTABILITY

3. To the CPO2 DRSO

AUTHORITY

4. In charge all Seamanship personnel and activities at DRSO' Unit Health and Safety Adviser (HSA) DirLauth with ships and other Authorities as directed by OIC DRSO.

TASKS

5. The post holder is to plan, supervise or carry out the following tasks:
- a. To maintain and clean all DRSO ships deck arrangements to preserve weather-tight integrity and control bird infestation and fouling. To oil and maintain deck towing equipment and doors/hatches as laid down in Chapter 8 of DRSO Standing Orders. To liaise with the appropriate authorities to arrange for the safe berthing and movement of DRSO vessels. In particular you are to liaise with the Master Rigger and the Tug Contractor as necessary to ensure weekly checks of berthing ropes, wires and gangway and safety arrangements are properly implemented and carried out .

- b. Notwithstanding a. above; frequently (at least twice per week) conduct rounds of all berthing and mooring arrangements for all vessels in DRSO custody. Ensure that all in-use davits, towers, brows, gangways, jumping ladders and associated equipment, are properly secured, in good material condition and safe for use by service and civilian personnel. Pay particular attention to these requirements during freezing weather, high winds and occasions of unusually high or low water levels (including 3 Basin) or currents.
- c. Prior to acceptance of a vessel into DRSO custody liaise with the ship's Seamanship specialist/CBM/Cox'n to ensure that wires, ropes, towing equipment and associated equipment are in date for test and available for possible future berthing and towing operations. As directed you will advise the DRSO Project Managers on the progress of the run-down of the seamanship related areas of the ship.
- d. Familiarise yourself with the towing arrangements of all vessels entering or in DRSO custody. Make every effort to acquire full certification for all ropes and chain cable prior to acceptance of the ship in to DRSO custody. Maintain the certification in date as far as possible – this is mandatory where cable is to be used for MoD mooring or tow. You are to work closely with MoD mooring officer (MSS) for mooring and SALMO in preparing DRSO vessels for MoD tow.
- e. You are the custodian of the DRSO Workboat (see Chapter 5 DRSO SO). You are to ensure that the Cox'n and crew are suitably qualified and that the operation and appearance of the Workboat reflect the highest standards of seamanship. You are to liaise closely with the CPOET with regards to the operation and maintenance of the boat ME components and fire-fighting systems and associated maintenance for which he is responsible. You are to pay particular regard to the boat safety equipment ensuring all portable fire-fighting, lifesaving, first-aid and distress equipment is in date and ready for use.
- f. As custodian of the DRSO towing and safety equipments you are to ensure that these items are properly maintained and in date for test as required. Further to this you are to personally oversee the maintenance of the DRSO Hazardous Duty Life-Jackets and other SE.
- g. You are to carry out the duties of the DRSO Health and Safety Adviser (HSA) with particular regard to Chapter 4 and Article 0406 of DRSO Standing Orders and act in accordance with NBCP orders which have precedence. As such you are responsible for the administration and recording of all H&S related matters and the proper production of MoD stipulated Risk Analysis. You are to ensure that DRSO is NBC(P) safety policy compliant and that proper process is followed in the event of any recordable accident. You are to bring to the immediate attention of OIC-DRSO any accident or H&S issue of concern.
- h. As the lead Seaman Rating within DRSO you are to actively encourage the seaman Junior Ratings to maintain high professional standards, seek advancement and provide practical On Job Training as appropriate.
- i. To be Divisional Officer or senior rating for DRSO ratings iaw current RN and JPA instructions. You are to attend the relevant courses at the RN school of management and to immediately bring to the OIC attention any matter of divisional concern. In conjunction with the DOIC DRSO, to ensure Divisional Meetings and staff briefings (including Alcohol and Drugs) are in date and properly promulgated and that the individuals RNFT and weapon training qualifications and records are kept up to date.

- j. Utilising these orders and DRSM Vol. 1, familiarise yourself with all aspects of DRSO business, in particular the Emergency Procedures in Chapter 7, in order to maximise your effectiveness as DRSO Duty Senior Rating.

ESTABLISHMENT DUTIES

6. The post holder will carry out the following Establishment Duties:

DRSO DUTY SENIOR RATING

COMPETENCIES

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)
<ul style="list-style-type: none"> Must be a serving Regular or Maritime Reserve OR6 or Ex-Regular OR6 of the seamanship specialisation. 	PO(Sea) Qualifying Course. Senior Ratings Qualifying Course.	
1. Management Divisional Officer or Senior rating	RNLA 106) Nav	
2. Health & Safety Certification (IOSH Min)	IOSH	INTERMIDATE
3.		
4. Asbestos awareness		BASIC
5. WSE supervisor		
6. Level 2 first aid		
7. Fire/Flood & Stability awareness		INTERMIDATE
8. Confined Space awareness		BASIC
9. Naval Core Training NCT 3 - Annual Military Security Training Navy	NCT 3	
10. Lifting equipment examiner		
11. Departmental risk assessor.		
12. Cat D Driving Licence.		

Part 2: Key Change Objectives

Knowledge of ship disposal preparations iaw DRSO Ship Disposal or Reserve Preparation Volume 1.

Coach and mentor their subordinates within DRSO on all seamanship and RN matters.

Act as a Divisional Senior Rating 1RO LETs and AB's.

Carry out any additional duties as directed by OIC DRSO.

Have in depth knowledge of JPA, including Attendance Based Pay, OBIEE, RN/RNR policies and procedures including Security clearances.

Liaise with NBCP H&S Group for guidance and policy changes, disseminating to DRSO Unit personnel as required.

Adhere to H&S regulations iaw BRd 167, ensuring all personnel within the Group observe SSOW and maintain the highest engineering standards.

(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. To be determined post Covid restrictions.

Signature of Job Holder

Signature of Line Manager

Date:

Date: