

SURFLOT [Role]	TERMS OF REFERENCE OFFICIAL SENSITIVE (PERSONAL) (WHEN COMPLETE)	Issue: v4.0 Dated: 31 Mar 20
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TERMS OF REFERENCE

SURFACE FLOTILLA (SURFLOT)

SURFLOT AIM To safely generate and assure the Surface Flotilla ready for operations worldwide.

Post Title & Team	SURFLOT (West) EDG RSG ASNO3
JPA position no	2154313
Grade/Rank	OR9
Location	SURFLOT (West), HMNB Devonport

Preamble

1. COMSURFLOT is delegated Full Command responsibility and Single Point of Accountability for the Force Generation of all surface ships (QEC, LPD, DD, FF, MCMV, HM, OPV, P2000, PJOB vessels and the Fleet Diving Squadron) in order to meet COMOPS' schedule and directives. His Command responsibilities on behalf of the Fleet Commander include the professional development, and provision, of GLAD to all under his Administrative Authority. This responsibility includes assistance to Commanding Officers with the implementation of new policy, monitoring and maintenance of engineering standards and feedback on the support provided to vessels by local agencies.
2. COMSURFLOT's outputs are delivered by 4 OF5s leading their respective areas:
 - Captain Surface Ships (East) – as FGA and DDH for QEC and DD.
 - Captain Surface Ships (West) – as FGA and DDH for LPD, FF and HM.
 - Captain Patrol, Underwater Exploitation and Diving – as FGA and DDH for MCMV, OPV, P2000, PJOB Vessels and Fleet Diving Squadron.
 - Captain Engineering – Engineering Division.
3. ASNO3 T23 Refit Support Group (RSG) is:
 - a. To coordinate and deliver support to his/her specific vessel leading up to refit, in refit and regenerating from refit on behalf of the SNO.
 - b. To be the refit enterprise's go-to person in the T23 RSG for daily business.
 - c. In the period leading to NFD and in the preparations period, to support the SNO in easing the T23's transition to refit and to attend all preparation meetings.
 - d. In partnership with the T23 COM Senior Platform Manager (SPM(U)) and the Waterfront Service Provider (WFSP), assess and manage the Cat A maintenance, ship's

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staff work plan activity, keep alive, ITEAP and contractual Vol 0 support requirements for his/her specific vessel in Upkeep and develop and deliver a coherent RSG T23 work plan based on the priorities defined in the T23 RSG Standing Orders.

Primary purpose

4. The primary purpose of the ASNO3 Type 23 RSG is to assist the SNO to lead specific units in the Devonport based Type 23 Refit Support Group, commanded by Cdr UPK. ASNO3 T23 RSG is to act in lieu of SS to assist the SNO in the delivery of specific Type 23 Upkeep Projects.

Secondary purpose

5. ASNO3 T23 RSG is to act as Divisional Officer and undertake the role of RSG Duty Staff Officer.

Accountability

6. ASNO3 T23 RSG is directly accountable to the SNO for the efficient and effective conduct of tasks and responsibilities arising from these TORs.

Authority

7. The ASNO T23 RSG has functional authority over Platform Leads and all RSG personnel (including Industry Partners) delivering support to the specific platform, with military line management of all uniformed personnel employed within the Devonport Type 23 RSG.

Primary Responsibilities

8. ASNO3 T23 RSG responsibilities will deliver the following primary functional outputs:

- a. Monitor the progress of his/her specific vessel holding to account Babcock Marine and the T23 COM for the delivery of such projects to performance, cost and time. Report general progress and emergent issues to the relevant RSG SNO.
- b. To attend all Project Review Boards and HODS/Risk Review meetings for his/her T23 in Upkeep as required by the RSG SNO.
- c. To gauge the On Stream Lead Time demand signal, driven by SSMOB, by engaging with external authorities (FGA, DDH, PCAP), tailoring the T23's regeneration programme with anticipated RSG SQEP availability.
- d. To be ready for a seamless handover of responsibilities to the regenerating ship's staff from c19 weeks ahead of SSMOB. The aim is for a gradual handover before SSMOB, with actual handover dates based on the reality of manpower joining.
- e. Adopt a mentoring role to the regenerataing ship's staff, as well as an advisory role to the FGA/DDH.
- f. To raise issues affecting his/her specific vessel in Upkeep with RSG SNO/HODs.
- g. To liase directly with external authorities to meet the tasks allocated to RSG in lieu of ship staff.

Secondary responsibilities

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9. ASNO3 T23 RSG responsibilities will deliver the following secondary functional outputs:

- a. To be a Divisional Officer, 1RO or 2RO to T23 RSG team members as required.
- b. Attend and facilitate termly divisional briefings to remain up to date with current divisional policy.
- c. Shape the environment for all staff to engage in activities that develop individual skills, team skills and naval ethos. 'Navyfit' is to be implemented through adventurous training, challenging activities, sport and team events.
- d. Lead a culture of quality divisional officership focusing on personalisation of staff development, maintaining open-mindedness towards the use of tools and techniques such as coaching, mentoring and the use of reasonable challenge.
- e. Deliver timely and accurate annual appraisal reports for subordinate team members.

Competencies

10. ASNO3 T23 RSG requires the following competences:

- a. Rank: WO1ET(ME/WE)
- b. Branch: WE/ME GS
- c. Divisional Officer (RNLA 106)
- d. Unit Maintenance Management Systems Administrator (ME436B)
- e. Weapon/Marine Engineer Warrant Officer Charge Qualification (WOCQ(WE/ME))

Post Holder:

First Reporting Officer:

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