

Issue Date: Mar 23  
Review Date: Mar 24

## MARITIME RESERVE TRAINING BRANCH

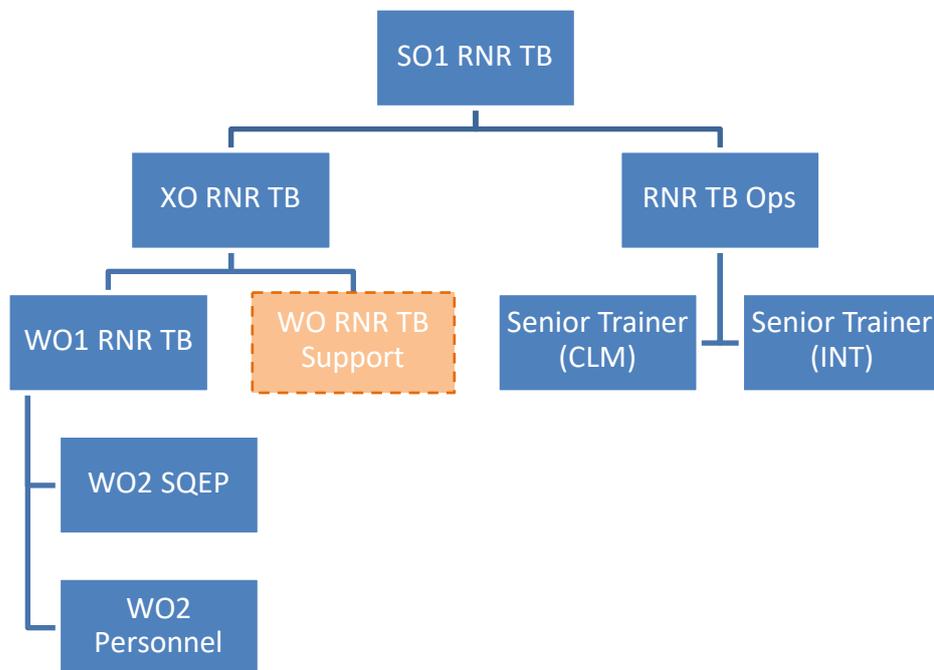
### TERMS OF REFERENCE WARRANT OFFICER TB (SUPPORT)

#### INTRODUCTION

1. The RNR Training Branch, comprising Initial Naval Training (INT) and Command Leadership and Management (CLM) elements is responsible for providing suitably qualified and experienced training professionals in support of RN Lead Schools and RNR Units.

#### ORGANISATION & RESPONSIBILITIES

2. The RNR Training Branch management group is detailed below:



#### ACCOUNTABILITY

4. Staff Officer TB Support (WO TB Spt) is accountable to SO2 TB (Personnel) for the central administration of the Capability, acting as the TB internal focal point and managing all budgetary aspects of the TB. As such, this is primarily a Branch facing role, WO TB Spt will act as a representative to NCHQ and CMR to provide Subject Matter Expertise (SME) with a focus on staffing, managing, and coordinating TB outputs.

5. The Branch will be administered on a day-to-day basis by WO TB Spt with resource being delivered through HMS VIVID in Plymouth.

## **AUTHORITY**

6. WO TB Spt is authorised to liaise with:
  - a. Lead Schools and RNR Units with regard to the utilisation of the RNR Training Branch to achieve delivery of training as described in the SOTT.
  - b. CMR's SO1 Op Cap on annual tasking, delivering capability, budget management and mobilisation
  - c. Appropriate authorities, both within and outside of RNR Training Branch, in pursuit of his/her purposes.
7. WO TB Spt may act as Deputy SO2 TB, as directed by SO1 TB when neither SO2 is available.

## **TASKS**

8. WO TB Spt is to provide management and oversight of the following tasks:
  - a. Manage the Capability: update relevant SO2s on ability to deliver SOTT tasking, annual tasks and budget. Maintain a 'plot' of available instructors, administered within JPA, enabling trawls of Branch manpower;
  - b. Lead Branch recruitment: Driving the recruiting pipeline from expressions of interest through Firefly or Branch Transfers, liaison with candidates and eventual handover to Branch WO2s for induction.
  - c. Manage RNR Training Branch routines, ensuring all standing meetings are organised with Records of Actions and Decisions (RoADs) kept and maintained;
  - d. Support the annual tasking PIAP and budget plan with a 2 year look ahead. Coordinate any additional in-year tasking, ensuring customer organisations are aware of how to request support and funding requirements. Present in-year tasking to the relevant SO2, advising on Branch capacity to respond and impact on SOTT;
  - e. Oversee the administration of the Training Branch including (but not limited to) resolving pay and bounty issues, promotions, medals, employer notification, extensions of service and valedictory certificates;
  - f. To act as the Branch's OJAR/SJAR co-ordinator;
  - g. To represent the Training Branch as part of HMS VIVID's SMB;
  - h. Identify TB training requirements and manage the TB inputs into the annual SOTR process;
  - i. Assisting TB SO2s in organisation of Branch CPD weekends and other events;
  - j. Manage the RNR Phase 1 DLE pipeline to support RNR Units and RTO/ARTO in monitoring progress of Phase 1 trainees DLE online training;
  - k. Manage and update RNR INT DLE content and material to ensure it is current and mirrors RN INT DLE material;
  - l. Develop opportunities for increased DLE use across the wider MR.
  - m. Support to the wider Training organisation as directed by SO1 TB.

## JOB CHARACTERISTICS

10. As part of a busy, nationally distributed team, the post holder will need to be organised, proactive and an excellent communicator. The nature of the work will require the post holder to manage multiple stakeholders with conflicting requirements whilst escalating issues appropriately. The post holder will be required to handle enquiries and provide briefs to the wider community..

## DEVELOPMENT OF STAFF

11. The post holder is to ensure that the principles of Investors in People and CLM are embodied in the working practices of all their subordinates, paying particular attention to the provision of suitable training. This is to include induction training, agreeing and setting individual targets, conducting staff appraisals and obtaining feedback on the value of all training undertaken by their people.

## COMPETENCES

12. To be filled by OR8-OR9, able to persuade and communicate effectively with OF3-OF5 within CMR and NCHQ.

13. The post holder requires the following specific competencies:

Competence	Course Ref:	Skill Level
MODNET, inc Office 365: Sharepoint OneDrive Outlook MS Application: Word MS Application: Excel MS Application: Power Point Defence Connect JPA Administration		Intermediate  Intermediate Intermediate Intermediate Intermediate Intermediate

13. The following specific competencies are also highly desirable :

Competence	Course Ref:	Skill Level
Defence Trainer Course Enhanced Care of Trainees Defence Training Supervisor Coaching		Held Held Practitioner Level 5

## LOCAL CONSIDERATIONS

14. Place of work is HMS VIVID with scope for flexible working

15. This role is newly established and supports the delivery of MR Transformation and Project PENFOLD which establishes the TB as an independent Capabilities within the MR. The job holder will play an important part in realising the capability-first vision of the MR. The position is ideal for anyone wanting to broaden their portfolio covering the delivery of change, internal and external leadership, and stakeholder engagement. Previous experience in the Reserve Forces will be advantageous.

Signature of Job Holder

Signature of Line Manager/Authorising Officer

Date