

## TERMS OF REFERENCE FOR VICTORY SQUADRON DIVISIONAL OFFICER (VSDO)

### PREAMBLE

1. TOR provides a framework to assist in achieving objectives and clarifying accountability. Whilst approved TOR is a major contribution towards improved management, ultimately, it is up to the individual leader to deliver effective and efficient outputs using leadership, professional ability and management skills. Thus, TOR should not be prescriptive and post holders are expected to exercise initiative and be innovative, which may require operating outside their TOR. In these circumstances post holders are not to be constrained by their TOR in achieving success but must ensure that their line manager is kept informed.

### PURPOSES

2. **Primary Purpose.** Divisional Officer for Phase 2 Trainees.
3. **Secondary Purpose.** To ensure that trainees in their division reach the training standards set, such that they are prepared for their first sea assignment.

### SUPERIORS

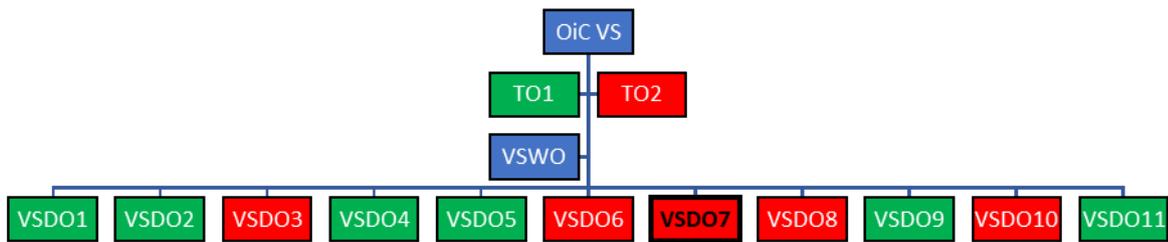
4. VSDO7 is accountable to VS TO2.
5. VSDO7 is under functional authority of the OiC and the OOD for VS Duty Training Officer duties.

### AUTHORITY

6. VSDO7 is:
  - a. Authorised to:
    1. Correspond directly with their peers in HMS COLLINGWOOD, other establishments, and ships to achieve their purpose.
    2. Liaise directly with the Career Managers to co-ordinate assignments for Phase 2 trainees.
    3. Liaise with Course Managers, Course Instructors and other Divisional Officers as required to achieve their purpose.
    4. Liaise with the Next of Kin directly for those ratings in their division under 18 years of age, where there are grounds for concern for Welfare Duty of Care or a rating's professional Progress. Additionally, where ratings Under 18 wishes to exercise their right to Discharge as of Right (DAOR), VS PDO is to contact the individual's NOK.
  - b. Given functional authority over all VS Training administration staff and Junior ratings.

## ORGANISATION

7.



## PRINCIPAL TASKS

8. To be the Divisional Officer for Phase 2 trainees in HMS COLLINGWOOD as directed by the Lead Divisional Officer in accordance with BRd3 and Care and Welfare policy as detailed in MWS Training Orders. In addition, to take Divisional responsibility for additional Phase 2 trainees as necessary in the absence of their nominated Divisional Officer.
9. To raise JPA Reports (Non-appraisal) for each trainee on completion of Phase 2 Training. To write and sign JPA Reports and other reports as required, on all ratings within their division.
10. To monitor the allocation of assignments for qualified Phase 2 trainees as required.
11. To carry out the duty of VS Duty Training Officer.
12. Attend Victory Squadron N1 Forum as required.
13. Deliver Phase 2 advisory brief to Phase 1 trainees as required.
14. To ensure trainees are prepared in all aspects prior to going to sea.
15. To ensure all Phase 2 trainees are informed of their progress and/or shortcomings. Where progress or conduct is unsatisfactory, this is to be specified sufficiently in advance of a formal report as detailed in MWS Training Orders, to allow remedial action by the individual.
16. To attend individual Trainee Case Conference's to discuss with Executive Group staff any remedial action necessary to improve a trainees' ability to progress satisfactorily through the training course.
17. When necessary, refer ratings to the Chaplaincy for counselling and pastoral care and to advise inclusion in the Command Watch where there are any reasons to question an individual's well being.
18. When necessary, to refer ratings to the Medical Centre and to advise inclusion in the Command Watch where there are any reasons to question an individual's wellbeing.
19. Apply the U18 Care and Welfare Policy iaw MWS Supervisory Care Directive and Training Orders ensuring that all administrative action is taken.
20. To utilise TAFMIS(T) to determine course loading, student activity and performance.
21. To give presentations and lectures as required.

22. Act as a role model for all Phase 2 trainees' and VS Junior Rates and the embodiment of RN Core Values.

23. To undertake any additional VS duty/responsibility as directed by OiC VS, TO's or VSWO.

### **OTHER ORDERS**

24. Nothing in these TORs is to be construed to relieve the subject officer of the obligation to comply with QRRN or other orders issued by higher authority.

### **COMPETENCY REQUIRED**

- 25. a. DB&S|Criminal Records Bureau Check (Enhanced)|Joint
- b. Instructional|Advanced Care of Trainees (Advanced COT)|Joint|
- c. Management|Divisional Officers (RNLA106)|Navy
- d. Course Qualified|TRiM Practitioner|Joint|
- e. Diversity and Inclusion Practitioner D&I (P)|Joint|
- f. Professional|Naval Service coaching level 3 certificate|Navy|

### **REVIEW**

26. Review these TORs Jan 24

CPO  
VS PDO7

Lt Lawrence RN  
VS TO2

Date: 04 Jan 23