

## **VACANCIES FOR FULL TIME RESERVE SERVICE POSITIONS**

### **JUNE/JULY 2014**

#### **.VACANCIES FOR OR6 OF THE MARINE ENGINEERING SPECIALISATION SERVING AS SECTION HEADS DURING HMS ALBION'S SUPPORT (UPKEEP) PERIOD AT HMNB DEVONPORT – REF No 1077033**

Vacancies have arisen for 16 x OR6/OR7 of the Marine Engineering Specialisation to serve as Section Heads, during HMS ALBION's Support (Upkeep) Period at HMNB Devonport, on FTRS(HC) Terms and Conditions of Service (TCOS).

To regenerate HMS ALBION from extended readiness, it is intended to conduct a Support (Upkeep) Period at HMNB Devonport. During this period, HMS ALBION will be manned at a minimum level until manning levels ramp-up towards the Ship Staff Move Onboard (SSMOB) milestone and beyond.

Accountable, to the Senior Engineer, primary purposes are to:

- a. Support delivery of the Support Period Contract.
- b. Undertake planned maintenance.
- c. Prepare for HMS ALBION's return to the operational Fleet.

Secondary purposes are to:

- a. Lead and manage subordinates as directed.
- b. Undertake Ship duties as directed.

Pay will be between £29,020.80 and £38,319.60 per annum depending on increment level.

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#### **VACANCIES FOR OR6 OF THE WEAPONS ENGINEERING SPECIALISATION SERVING AS SECTION HEADS DURING HMS ALBION'S SUPPORT (UPKEEP) PERIOD AT HMNB DEVONPORT - REF No 1077051**

Vacancies have arisen for 6 x OR6/OR7 of the Weapons Engineering Specialisation to serve as Section Heads, during HMS ALBION's Support (Upkeep) Period at HMNB Devonport, on FTRS(HC) Terms and Conditions of Service (TCOS).

To regenerate HMS ALBION from extended readiness, it is intended to conduct a Support (Upkeep) Period at HMNB Devonport. During this period, HMS ALBION will be manned at a minimum level until manning levels ramp-up towards the Ship Staff Move Onboard (SSMOB) milestone and beyond.

Accountable to the Senior Weapons Engineer, primary purposes are to:

- a. Support delivery of the Support Period Contract.
- b. Undertake planned maintenance.
- c. Prepare for HMS ALBION's return to the operational Fleet.

Secondary purposes are to:

- a. Lead and manage subordinates as directed.
- b. Undertake Ship duties as directed.

Pay will be between £29,020.80 and £38,319.60 per annum depending on increment level.

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#### **A VACANCY FOR AN OR6 OR OR7 OF THE SEAMANSHIP SPECIALISATION SERVING AS THE IDT MARITIME TRAINING TEAM (IMTT) INSTRUCTOR (SEAMANSHIP) AT MWS COLLINGWOOD – REF No 1763594**

A vacancy has arisen for an OR6 or OR7 of the Seamanship Specialisation to serve as the IDT Maritime Training Team (IMTT) Instructor (Seamanship) at MWS COLLINGWOOD on FTRS(FC) Terms and Conditions of Service (TCOS).

Accountable to the IMTT SO3 NAV the IMTT INST SEA primary purpose is:

As a member of the IDT Maritime Training Team (IMTT), assist with the planning and conduct of International Defence Training overseas in support of the MOD Security Cooperation Activity Programme under IDT(RN) direction.

IMTT will deliver:

- Maritime Law Enforcement Course / Board and Search Course
- Exclusive Economic Zone Security Course
- Shore HQ C2 Course
- Small Boat Operation and Maintenance Course
- Seamanship / Ships Husbandry Course
- Emergency Planning & Response / Crisis Management / SAR Course

His/her secondary purposes are:

1. As part of the deployed IMTT, provide instruction in Maritime Tactical Communications and Seamanship.
2. Act as the IMTT subject matter expert on Maritime Tactical Communications and Seamanship.
3. Assist in the delivery of Exclusive Economic Zone training, building and maintaining adequate subject matter expertise in support of this.
4. Liaise with other RN training groups/units/elements, Babcock and other supporting staff to ensure the smooth delivery of assigned training commitments.
5. Where spare capacity exists, support the broader MWS training output as required by OiC ICTU.
6. Where spare capacity exists, perform the duties of MWS Duty International Defence Training Officer in accordance with the duty roster. (Only applicable to OR7).
7. Provide input for staff papers, briefings and other correspondence on the subject of the IMTT as required by IDT(RN).

Pay will be between £33,228.84 and £40,199.52 per annum depending on rank and increment level.

**A VACANCY FOR AN OF2 OF THE WARFARE (PWO) SPECIALISATION SERVING AS THE IDT MARITIME TRAINING TEAM (IMTT) SO3 (MARSY) WITHIN MWS COLLINGWOOD – REF No 1763592**

A vacancy has arisen for an OF2 of the Warfare (PWO) Specialisation to serve as the IDT Maritime Training Team (IMTT) SO3 (MarSy) within MWS COLLINGWOOD on FTRS(FC) Terms and Conditions of Service (TCOS).

Accountable to the IMTT PWO the IMTT SO3 MarSy primary purpose is:

As a member of the IDT Maritime Training Team (IMTT), plan and conduct International Defence Training overseas in support of the MOD Security Cooperation Activity Programme under IDT(RN) direction.

IMTT will deliver:

- Maritime Law Enforcement Course / Board and Search Course
- Exclusive Economic Zone Security Course
- Shore HQ C2 Course
- Small Boat Operation and Maintenance Course
- Seamanship / Ships Husbandry Course
- Emergency Planning & Response / Crisis Management / SAR Course

His/her secondary purposes are:

1. As directed by IMTT PWO, liaise with national and international authorities in the execution and delivery of overseas training.
2. Act as the IMTT subject matter expert on the conduct and planning of Maritime Security, and the Command & Control of Board & Search Operations..
3. Act as IMTT 2ic and assist with the planning, co-ordination and delivery of overseas training under the direction of IDT(RN).
4. Liaise with other RN training groups/units/elements, Babcock and other supporting staff to ensure the smooth delivery of assigned training commitments.
5. Where spare capacity exists, support the broader MWS training output as required by OiC ICTU.
6. Where spare capacity exists, perform the duties of MWS Duty International Defence Training Officer in accordance with the duty roster.
7. Provide input for staff papers, briefings and other correspondence on the subject of the IMTT as required by IDT(RN).
8. Act as DO to IMTT Instructor (B&S).

Pay will be between £38,436.12 and £45,741.12 per annum depending on increment level.

### **A VACANCY FOR AN OF2 OF THE WARFARE SPECIALISATION SERVING AS THE IDT MARITIME TRAINING TEAM (IMTT) SO3 (NAV) WITHIN MWS COLLINGWOOD – REF No 1763593**

A vacancy has arisen for an OF2 of the Warfare Specialisation to serve as the IDT Maritime Training Team (IMTT) SO3 (Nav) within MWS COLLINGWOOD on FTRS(C) Terms and Conditions of Service (TCOS).

Accountable to the IMTT PWO the IMTT SO3 (Nav) primary purpose is:

As a member of the IDT Maritime Training Team (IMTT), plan and conduct International Defence Training overseas in support of the MOD Security Cooperation Activity Programme under IDT(RN) direction.

IMTT will deliver:

- Maritime Law Enforcement Course / Board and Search Course
- Exclusive Economic Zone Security Course
- Shore HQ C2 Course
- Small Boat Operation and Maintenance Course
- Seamanship / Ships Husbandry Course
- Emergency Planning & Response / Crisis Management / SAR Course

His/her secondary purposes are:

1. As directed by IMTT PWO, liaise with national and international authorities in the execution and delivery of overseas training.
2. Act as the IMTT subject matter expert on the conduct and planning of Navigation and Seamanship training.
3. Assist with the planning, co-ordination and delivery of overseas training under the direction of IMTT PWO.
4. As directed by IMTT PWO, liaise with other RN training groups/units/elements, Babcock and other supporting staff to ensure the smooth delivery of assigned training commitments.
5. Where spare capacity exists, support the broader MWS training output as required by OiC ICTU.
6. Where spare capacity exists, perform the duties of MWS Duty International Defence Training Officer in accordance with the duty roster.

7. Provide input for staff papers, briefings and other correspondence on the subject of the IMTT as required by IDT(RN).

8. Act as DO to IMTT Instructor (Seamanship).

Pay will be between £38,463.12 and £45,741.12 per annum depending on increment level.

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**VACANCY FOR AN OF3 OF ANY SPECIALISATION SERVING AS THE SO2 STRATEGIC MANPOWER DELEGATION PROJECT OFFICER (PPLAN SMD SO2) WITHIN PPLAN NCHQ, WEST BATTERY, WHALE ISLAND - REF No 1755811**

A vacancy has arisen for an OF3 of any specialisation to serve as the PPLAN SMD SO2 within NCHQ, West Battery, Whale Island, Portsmouth on FTRS(LC) Terms and Conditions of Service (TCOS).

The PPLAN SMD SO2 works within the Personnel Planning Section of CNPS and is accountable to the Strategic Workforce Planner (Ratings) SO1 (PPLAN SWPR SO1) for the development and implementation of new processes and documentation to support Manpower Delegation.

His/her purposes are:

Primary Purpose: Development and implementation of new CNPS-related processes, policy and tools for the introduction of Strategic Manpower Delegation.

Secondary Purposes: To coordinate the detailed development and implementation of PPO-related processes and policy for Strategic Manpower Delegation, specifically:

- To develop effective means to process Manpower Trading proposals and other manpower change requests.
- To validate in detail iterations of the Naval Service Personnel Liability Baseline (SPLB) against Options, Change Proposals and inter-TLB Budget Transfers.
- To develop a Strategic Manpower Delegation-compliant manning priorities regime and to coordinate the completion of the RN People Strategy Manning Priorities task.
- To provide quality and coherent manpower data and advice to authorised recipients and delegated manpower managers, in order that manpower initiatives and associated Annual Business Cycle 3rd Order Assumptions and Options are developed in consonance with corporate Naval Manpower and Programming objectives.
- To provide broader support to PPLAN SWPR SO1 in the continuous improvement of workforce planning.

Pay will be between £44,429.88 and £53,210.64 per annum depending on increment level.

**NOTE: Previous applicants need not apply**

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**A VACANCY FOR AN OF2 OR OF3 OF THE AE (O) SPECIALISATION SERVING AS THE MAINTENANCE TEST OBSERVER (MTO) AT RNAS CULDROSE – REF No 1125967**

A vacancy has arisen for an OF2 or OF3 of the AE (O) specialisation to serve as the Maintenance Test Observer (MTO) at RNAS Culdrose on FTRS(FC) Terms and Conditions of Service (TCOS).

Accountable to CDR AE the primary purpose of the MTO is to act as a lead user across the Air Station to drive up Weapon System Effectiveness on all RW platforms, to understand system limitations and performance, liaising with RNAS CULDROSE unit's observers, Project Teams, EC and industry, with the explicit target of improving operational capability in support of the CULDROSE Mission.

His/her secondary purposes are:

- a. To provide a station focal point for WSE tracking and Issues.
- b. To chair the ASW working group.

- c. To support command in assessing the stations operational capability.
- d. To assist the MTP(MER) in conducting the formal test flying of all Merlin aircraft parented by RNAS CULDROSE and nominated JHC aircraft, whilst allotted to Merlin Depth Maintenance Facility.
- e. To provide conduct for the mission system aspects of all Merlin annual Maintenance Test Flights.
- f. To ensure the employment of correct procedures and engineering practices for Maintenance Test Flying and analysis at RNAS CULDROSE and GANNET SAR Flt
- g. To provide quality assurance to ensure that all aircraft delivered to and from MDMF, are in an acceptable condition.
- h. To act as the acceptance test Observer on behalf of the Merlin PT to accept (or otherwise) all aircraft/modifications delivered from industry.
- i. To maintain the mission system flight test procedures in order to test the latest equipment capabilities.
- j. To provide Navy Command with an airworthiness assessment of Merlin aircraft prior to acceptance from industry.
- k. To act as the focal point for all Merlin Mk2 Mission system issues, liaising with the Merlin PT and industry as required.

Pay will be between £38,463.12 and £58,025.04 per annum depending on increment level.  
increment level.

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**A VACANCY FOR AN OF2 OR OF3 OF THE LOGISTICS OR MEDICAL SPECIALISATIONS  
SERVING AS THE OFFICER COMMANDING THE MEDICAL DISTRIBUTION CENTRE (OC MDC) IN  
DULMEN GERMANY – REF No 1621630**

A vacancy has arisen for an OF2 or OF3 of the Logistics or Medical specialisations to serve as the Officer Commanding the Medical Distribution Centre (OC MDC) In Dulmen Germany on FTRS(FC) Terms and Conditions of Service (TCOS).

Accountable to the COS HQ BFG Health Service the OC MDC responsibilities are:

1. To ensure the receipt, storage and distribution of all medical material is in accordance with the MHRA principles and GDP Guidelines.
2. To ensure that the MDC's customer demands are processed to meet required delivery dates (RDD).
3. To ensure that Medical Material Accounting Training for BFGHS Authorised Demanders is provided.
4. To monitor the BFG HS MMA policy and to verify compliance and ensure all medical centres are subject to MMA audits.
5. G4 lead for all stores accounting, in compliance with JSP 886 including liaison with Log Sp Br HQ BFG.
6. Implement, develop and monitor effective Equipment Care processes across BFGHS in liaison with ES Br HQ BFG.
7. To act as the G4 lead and advise HQ BFGHS on all EC and G4 issues. This will involve regular mtgs at HQ BFG HS in Bielefeld.

8. To ensure efficient stock management at the MDC to minimise write offs / write downs in relation to time expired commodities.

Pay will be between £38,847.84 and £58,605.36 per annum depending on increment level.

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**A VACANCY FOR AN OR 6 OF THE WRITER SPECIALISATION SERVING AS NORTHERN ENGLAND REGION JSU OFFICE MANAGER IN HMS EAGLET IN LIVERPOOL – REF No 1672358**

A vacancy has arisen for an OR6 of the Writer specialisation to serve As Northern England Region JSU Office Manager in HMS Eaglet In Liverpool on FTRS(HC) Terms and Conditions of Service (TCOS).

The JSU Office Manager (OM) is a HR specialist working within the Naval Regional Headquarters (NE). The post holder is responsible for the efficient and effective management of all HR and finance issues (including pay, allowances and personnel records) within the Northern England Region, so that the Naval Regional Commander (NRC) can achieve his aims and objectives.

Accountable to the OiC JSU his/her primary purpose is to be the senior Writer in the UPO within the NRCNE JSU.

His/her principal tasks are to:

Supervise the administration of Pay Accounts for Regular and Reserve personnel across the region in accordance with current regulations.

Act as First Reporting Officer and Divisional Senior Rate for junior Wtr staff in the UPO.

Supervise all other HR functions carried out by the UPO, including running and managing CMT and producing the monthly reports and returns.

Manage the junior Writer staff and supervise the routines of the office.

Manage the Cash Account: the issuing of cash, reconciliation of bank statements and its monthly closure. To be reported to the OiC JSU.

His/her secondary tasks are to:

Act as Authorised Demander for the NRCNE.

Act as JSU Deputy Training Officer.

Act as NRCNE Deputy Information Manager.

Pay will be between £29,311.08 and £33,045.00 per annum depending on increment level.

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**A VACANCY FOR OR9 OF THE ME SPECIALISATION SERVING AS IC RN SUPPORT SECTION AT 43 CDO FPGRM IN HELENSBURGH, SCOTLAND – REF No 1679548**

A vacancy has arisen for an OR9 of the ME specialisation to serve as IC RN Support Section AT 43 CDO FPGRM in Helensburgh, Scotland on FTRS(HC) Terms and Conditions of Service (TCOS).

Accountable to OC Boat Troop the primary purpose of the IC RN Support Section is to act as the commander of the Engineering Section, and to ensure effective engineering support and facilities are provided to Boat Troop, in support of all 43 CDO FPGRM operations.

His/her secondary purposes are:

- a. To be the Line Manager and Divisional Officer for all Engineering Section ratings, so that their correct employment, advancement and care is ensured.
- b. To act as the Budgetary Control Officer for the Engineering Section, ensuring that resources are effectively and economically utilised.

- c. To run the Refit Contract and obtain external assistance in the maintenance of craft as required.
- d. To maintain an up to date OPDEF Log for 43 Cdo FP Gp RM.
- e. To be compliant with current SHEF regulations within his working environment and is to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work. In his capacity as the Engineering Section's H & SW representative, he is to ensure that all personnel in the Engineering Section are aware of these regulations.
- f. To ensure the engineering and routine standing orders/instructions are reviewed and maintained in date.
- g. To ensure that both a Duty ET(ME) and a Duty Senior Maintainer from the Engineering Section are reachable by either phone or pager 24 hours a day.
- h. To maintain marine engineering standards throughout the section and to prioritise section work.
- i. To maintain security of and administer technical documentation.
- j. To act as the Duty Senior Maintainer as required.
- k. To ensure that all Engineering Section ratings undergo mandatory weapon and fitness training and are conversant with basic soldiering skills.

Pay will be between £34,540.08 and £41,835.84 per annum depending on increment level and pay spine.

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**A VACANCY FOR A MALE OF3 OF THE WARFARE SPECIALISATION SERVING AS THE SO3 ROYAL NAVY LIAISON TEAM (RNLT) AT KING FAHD NAVAL ACADEMY IN JUBAIL SAUDI ARABIA – REF No 1366338**

A vacancy has arisen for a male OF3 of the warfare specialisation to serve as on FTRS(FC) Terms and Conditions of Service (TCOS) as the SO3 Royal Navy Liaison Team (RNLT) at King Fahd Naval Academy in Jubail Saudi Arabia.

The RNLT is a team of 5 Naval personnel based at King Fahd Naval Academy in Jubail Saudi Arabia. The team has been established since 1986 and provides training advice to the Saudi Naval Officers Academy in the fields of Naval Sciences, Leadership Training and Engineering. The team is funded by the Saudi Navy and operates very much as a separate entity from the RN. Loan Service terms and conditions apply which are available in the 'Blue Book' provided by IPP. Married accompanied status is offered.

Accountable to the Senior British Training Advisor of the RNLT the primary purpose of the RNLT is to act as the SME for Navigation and Rule of the Road. His secondary purposes are to be the Leadership Instructor, Imprest account operator and DO to 3 SR's

The preferred candidate must be patient and flexible in his approach to work and life. A previous deployment to the Middle East would be an advantage or experience of working in officer training at BRNC/Collingwood.

The following package is attached to the post:

- Married accompanied or single status.
- 45 days annual leave to be taken at the end of the academic year(Jul-Aug).
- 1 return flight per family member.
- Free housing(no SFA charges).
- Free utilities.

Free car and petrol provided.  
Free Schooling provided at an International school.  
OLSA and LOA paid.

Pay will be between £38,847.84 and £46,198.56 per annum depending on increment level.

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**A VACANCY FOR AN OR7 OF THE ME SPECIALISATION SERVING AS THE MARITIME ACQUISITION ORGANISATION (MTAO) FTU REQUIREMENTS 1 ETME IN HMS COLLINGWOOD, FAREHAM – REF No 1650696**

A vacancy has arisen for an OR7 of the ME specialisation to serve as the Maritime Acquisition Organisation (MTAO) FTU Requirements 1 (REQ 1) ETME in HMS COLLINGWOOD, Fareham on FTRS(HC) Terms and Conditions of Service (TCOS).

The FTU REQ 1 is the maritime lead unit for future capabilities courseware development conducting training and instructional design activities and media development required to develop new-to-service courses. The FTU also provides advice and consultancy on emerging synthetic technologies across the RN domain, acting as a principal consultant for the research and development of technology based training (TBT) solutions, e-Learning, and other media developments to meet the requirements of a VMF.

His/ her primary purpose is to manage the construction of all ME courses, ensuring timely delivery of data and technical support to develop FTU courses by declared RFTD.

His/her principle tasks are to:

Act as the sole SME to FTU Courseware Developers wrt all ME equipment and courses.

Act on behalf of ME SO3 as the ME technical advisor during QA processes.

Maintain a detailed understaffing of modern ME equipment, processes and systems applicable to current FTU projects.

Manage S2022/safety updates to course material.

Act as the conduit between DSMarE, SS, ACA and FTU to ensure coherence of concurrent projects.

Provide SME advice on synthetic training solutions to the FTU Media organisation.

Contribute to key stakeholder forums and other FTU related working groups as directed by FTU ME SO3.

Attend meetings, conferences, workshops, seminars and similar events to support FTU business aims.

Pay will be between £29,782.80 and £38,702.88 per annum depending on increment level and pay spine.

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**A VACANCY FOR AN OF3 OF ANY SPECIALISATION SERVING AS NAVY PERS SSMP PROJ 1 SO2 IN WALCHEREN BUILDING, WHALE ISLAND, PORTSMOUTH – REF No 1763798**

A vacancy has arisen for an OF3 of any Specialisation to serve as Navy Pers SSMP Proj 1 SO2 in Walcheren building, Whale Island, Portsmouth on FTRS(HC) Terms and Conditions of Service (TCOS).

Reporting to SSMP-SO1, the SSMP-PROJ 1 MAN will manage the first of the SSMP constituent Projects focused on re-designing manpower structures to support the Successor Transition into Service and the steady state thereafter. The SSMP-PROJ 1 MAN will lead the Project Office on behalf of the SSMP Team Leader managing the Governance arrangements, directing, coordinating and authoring the reports and Project documentation as appropriate. These will include but not be limited to the SSMP Programme Board and other Project meetings as required by the agreed Project Governance structure. The documentation will include the Project Plan, Business Case, Risk, Benefits and similar Registers.



The post is responsible to SSMP-SO1 for:

- Managing the Project Office iaw APMP (or similar e.g. PRINCE2) methodology; supporting and providing the secretariat function for the Governance and Reporting mechanisms agreed by the Project Board.
- Management of the Project Management Plan, including Project documentation, to enable delivery against timescales agreed by the SSMP-TL, Project Board, Steering Group and appropriately aligned with other constituent Projects and Programmes.
- Managing the Project Resource that will be required to deliver successful outcomes and ensuring that such resource is appropriately sought through the Portfolio Office.
- Liaison with Navy PfO, SEC EC, DScrutiny, FinMilCap(Nuc) and others as required ensuring that any Business Cases are written and submitted in accordance with current doctrine to enable timely approval.

Pay will be between £42,314.16 and £50,676.84 per annum depending on increment level.

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**A VACANCY FOR AN OF2/OR9 OF ANY SPECIALISATION SERVING AS NAVY PERS SSMP PROG SO3 IN WALCHEREN BUILDING, WHALE ISLAND, PORTSMOUTH – REF No 1763796**

A vacancy has arisen for an OF2/OR9 of any Specialisation to serve as Navy Pers SSMP Prog SO3 in Walcheren building, Whale Island, Portsmouth on FTRS(HC) Terms and Conditions of Service (TCOS).

Reporting to SSMP-PROGMAN, the SSMP-PROG SPT will support the management of the sustainable submarine manpower programme office function. The SSMP-PROG SPT will manage the daily activity of the Programme Office on behalf of the SSMP-PROGMAN ensuring that Programme reports and documentation are coordinated, authored and distributed as appropriate. These will include but not be limited to the Steering Group and 1\* Programme Board reports, the Projects Dossier, Risk, Benefits and similar Registers. He will act as a point of contact between the SSMP Office and associated Programme Offices including the SM Centre of Specialisation and SM training Capability.

The post is also responsible to SSMP-PROGMAN for:

- Supporting the management of the Programme Office iaw Managing Successful Programmes (MSP) methodology; supporting and providing the secretariat function for the Governance and Reporting mechanisms agreed by the SSMP Steering Group.
- Supporting the Programme Management Plan, including Programme documentation, to enable delivery against timescales agreed by the SSMP-PROGMAN as directed by the SSMP-TL, Programme Board, Steering Group so as to be appropriately aligned with other change Programmes.
- Supporting SSMP Projects to deliver successful outcomes and supporting the staffing of any requests for additional resource that is appropriately sought through the Portfolio Office.
- Liaison with external authorities as required including Navy PfO, SEC EC, DScrutiny, FinMilCap(Nuc) ensuring that Programme Office business and meetings are supported to enable timely delivery of Programme Office output.

Pay will be between £33,592.20 and £39,948.60 per annum depending on increment level.  
on increment level.

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**A VACANCY FOR OF 4 OF ANY SPECIALISATION SERVING AS THE BR3 EDITOR IN NCHQ PORTSMOUTH – REF No 1708071**

A vacancy has arisen for an OF4 of any specialisation to serve as the BR3 Editor on ADC Terms and Conditions of Service (TCOS).

1. The Commodore Naval Personnel Strategy (CNPS) is responsible for: the development, co-ordination and application of force generation and force development manpower strategies and policies; their management across the Naval Service; and their coherence with defence manpower strategies. These functions are delivered through 4 Divisions responsible for the development and implementation of single service policy for:

- Future Personnel
- Personnel Policy
- Pay, Pensions and Allowances
- Personnel Planning and Business Information Systems

Accountable to CNPS the primary purpose of the BR3 Editor is to be Sponsor Desk Officer and Editor for BR3.

His/her secondary purposes are to:

- a. Act as Subject Matter Expert/Point Of Contact for Chapter 1 of BR3.
- b. Provide advice as required to CNPS and other staff in the wider Navy Command HQ on Naval Human Resource Management matters.

His/her tasks are to:

- a. On behalf of CNPS (as BR3 Sponsor), direct, coordinate and deliver the upkeep of BR3, directing updates via Points of Contact for individual Parts of BR3 as specified.
- b. Provide updates and briefs for CNPS.

Pay will be between £172.43 and £195.92 per day depending on increment level.

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**A VACANCY FOR AN OR6/OR7 OF THE MARINE ENGINEERING SPECIALISATION SERVING ON FULL TIME RESERVES SERVICE (HOME COMMITMENT) (FTRS(HC)) AS THE ENGINEERING SUPPORT GROUP (ESG) SUPPORT TEAM LEADER ME IN HM NAVAL BASE DEVONPORT – REF No 1747943**

A vacancy has arisen for an OR6/OR7 of the Marine Engineering specialisation to serve as the Engineering Support Group (ESG) Support Team Leader ME within HM Naval Base Devonport on FTRS(C) Terms and Conditions of Service (TCOS).

The Support Team Leader is accountable to the ESG support team skills manager/DEPCO and functionally accountable to RN Trademaster for the monitoring of work schedule progress. The primary purpose of the Ships Support Team Leader is to plan, control and supervise ME resources in order to complete low level ship staff defects and Cat A maintenance as directed by the ESG RN Trademaster Organisation. This will be achieved by maintaining a close liaison with Ship Staff points of contact regarding provision of a prioritised support work schedule and necessary stores and with the RN Trademaster organisation for the provision of manpower.

His/her secondary purpose is to act as a Divisional Senior Rate to personnel within the support team, liaising with the relevant GSP Divisional Officer as required for divisional matters only. To be employed as directed by the RN Trademaster on suitable local engineering based tasks if support team services are not required.

The following tasks ensure the delivery of the primary role:

- a. To plan, supervise and carryout engineering support to ships utilising personnel as nominated by the RN Trademaster.
- b. Ensure all subordinates maintain the highest standards of discipline, dress and timekeeping.
- c. Supervise subordinate ratings to ensure completion of work schedule in accordance with the ships company plan.

- d. Maintain regular contact with ships staff point of contact in order to update progress and discuss any issues that may impact on delivery of the work schedule.
- e. Maintain regular contact with the RN Trademaster organisation regarding progress of work schedule.
- f. To ensure all personnel are aware of and adhere to current Health and safety regulations.
- g. To ensure all personnel are aware of and adhere to current Quality Management System.
- h. Liaise with the Ship's Staff point of contact to arrange external support in order to complete tasks.

Pay will be between £29,020.80 and £38,319.60 per annum depending on increment level.

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**A VACANCY FOR AN OR6 OF ANY SPECIALISATION SERVING AS A FIRE FIGHTING INSTRUCTOR AT HMS RALEIGH, TORPOINT, CORNWALL – REF No 1118917**

A vacancy has arisen for an OR6 of and specialisation to serve as a Fire Fighting Instructor in HMS RALEIGH, Torpoint, Cornwall on FTRS(HC) Terms and Conditions of Service (TCOS).

His/her responsibilities are to:

- Instruct general service/submarine fire fighting iaw the loading plan
- Liaise with all staff to maintain all training, providing feedback to the OCCBRNDCS
- Ensure the conduct and safety of trainees in all training areas
- Carry out training in accordance with the Quality Management System
- Prepare classroom and instructional material for the next lecture period
- Maintain secondary tasks as directed by OCCBRNDCS/Chief Instructor FETO
- Assist with SM ISPEC updates as required
- To undertake Establishment duties iaw Raleigh's Watch and Station bill.

Pay will be between £26,856.00 and £33,045.00 per annum depending on increment level and pay spine.

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**A VACANCY FOR AN OR6 OF THE WEAPON ENGINEERING SPECIALISATION SERVING AS NAVY IS-MCSU SYSS WE3 IN NAVY COMMAND HQ (PORTSDOWN HILL), QINETIQ PORTSDOWN TECHNOLOGY PARK, SOUTHWICK HILL RD, COSHAM, PORTSMOUTH – REF No 1430343**

A vacancy has arisen for an OR6 of the Weapons Engineering specialisation to serve as NAVY IS-MCSU SYSS WE3 in Navy Command HQ (Portsmouth Hill), Qinetiq Portsmouth Technology Park, Southwick Hill Rd, Cosham, Portsmouth on FTRS(FC) Terms and Conditions of Service (TCOS).

The MCSU role is to respond to Operational CIS demand in support of Military Operations and Exercises, Urgent Operational Requirements (UOR), Military Task Equipment (MTE) matters, Information Exchange Requirements (IER), OPDEFs and GOSCC Incident Number (GIN) support when tasked by HQs and pertinent Organisations.

Accountable to the MCSU SysS Maritime WO1 the WE3 primary purpose is to deploy and maintain coalition IS systems within the Fleet and other MoD organisations.

His/her secondary purposes are:

- a. To provide users with technical support and advice as required.
- b. To deploy suitably configured hardware to authorised units whilst balancing gaps and/or surpluses, in accordance with strategic guidance.

- c. To promote an understanding of coalition systems utilised within the Fleet and other MoD organisations.
- d. To assist the Coalition Team Leaders in co-ordination and direction of tasking and personnel within the coalition team.
- e. Carry out duties as required providing an out of hours representative/point of contact for MCSU.

The principle tasks undertaken by WE3 are to:

- a. Plan and deploying suitable hardware for use by NC assets and other MoD organisations as directed by WO Ops.
- b. Build hardware to the current specification of equipment in preparation for deployment.
- c. Load software to the current specification taking into consideration all security protocols currently in force.
- d. Liaise with units directly; pre, during and post successful deployment of coalition systems to ensure delivery of Operational Capability.
- e. Conduct and/or present to MCTA, Trials and inspections on installed systems as directed.
- f. Apply sound fault finding and diagnostic principles to aid in the timely rectification of OPDEFS on coalition systems as required.
- g. Ensure requisite training packages are delivered to those nominated personnel for coalition systems.
- h. Conduct duties as Duty Senior Rate and support others as required in the role of Duty Senior Rate.
- i. Promote Equal Opportunities best practice.

Pay will be between £30,750.12 and £37,836.48 per annum depending on increment level and pay spine.

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**A VACANCY FOR 2 x OR6 OF THE WEAPONS ENGINEERING SPECIALISATION SERVING ON AS  
A SCU GS ENG AT FIC, LEYDENE BUILDING, HMS COLLINGWOOD – REF No 1430567 AND  
1430544**

A vacancy has arisen for 2 X OR6 of the Weapon Engineering specialisation to serve as a SCU GS ENG at FIC, Leydene Building, HMS COLLINGWOOD on FTRS(FC) Terms and Conditions of Service (TCOS).

The SCU role is to respond to Operational COMINT demand in support of Military Operations and Exercises, Urgent Operational Requirements (UOR), Military Task Equipment (MTE) matters, OPDEFs and requests for assistance from fitted platforms.

Accountable to NAVY IS-FIC SCU OIC ENG the primary purpose of the SCU GS ENG is to design, build, install, set to work, present for trials all equipment supported in the unit in the capacity of Lead or Build engineer

His/re secondary purposes are:

- a. To provide users with technical support and advice as required.
- b. To attend sea trials as directed

- c. To attend alongside/at sea in support of defects and deploy in support of missions.
- d. To conduct engineering surveys with a view to establishing requirements for future FTR.
- e. Carry out duties as required providing an out of hours representative/point of contact for SCU Engineering.
- f. To conduct research and development work as required to identify equipment capability upgrades.
- g. To produce and update support documentation, drawings and equipment guides.
- h. To work safely to established guidelines and risk assessments.
- i. To liaise directly with MOD and civilian contractors to achieve primary purpose.

The principle tasks undertaken by NAVY IS-FIC SCU ENG 9/10 are to:

- a. Build hardware for use by Fleet assets, using equipment supplied from MOD and other organisations as directed by NAVY IS-FIC SCU GS ENG WO.
- b. Install and Set to Work hardware on Fleet assets with assistance from MOD and Civilian contractors as required to meet the assets Operational programme.
- c. Conduct and/or present to MCTA, Trials and inspections on installed systems as directed.
- d. Liaise with units directly; pre, during and post successful deployment of COMINT systems.
- e. Apply sound fault finding and diagnostic principles to aid in the timely rectification of Defects/OPDEFS on systems as required.
- f. Apply sound fault finding and diagnostic principles to aid in the timely rectification of OPDEFS on systems as required.
- g. Produce and update support documentation, drawings and equipment guides.
- h. Conduct duties as Duty Engineer and support others as required in the role of Duty Engineer.
- i. Conduct engineering surveys to establish serviceability and future maintenance requirements of COMINT systems fitted to Fleet assets.
- i. Promote Equal Opportunities best practice.

Pay will be between £30,750.12 and £37,836.48 per annum depending on increment level and pay spine.

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**A VACANCY FOR AN OR7 OF THE WEAPONS ENGINEERING SPECIALISATION SERVING AS THE GUIDED WEAPONS SYSTEMS (IN SERVICE) TRIALS OFFICER IN VICTORY BUILDING, HMNB PORTSMOUTH – REF No 1750608**

A vacancy has arisen for an OR7 of the Weapons Engineering specialisation to serve as the Guided Weapons Systems (In Service) Trial Officer in Victory Building, HMNB Portsmouth on FTRS(LC) Terms and Conditions of Service (TCOS).

MCTA is the Royal Navy's equipment capability assurance organisation. Led by a Captain RN, supported by 2 department commanders and a Band B2 civil servant, MCTA provides a range of maritime trials, assessment and assurance services in order to deliver independent capability assurance to the maritime domain of the MoD.

The Weapons Systems Trials teams support the 'Introduction into Service' and 'System Acceptance' processes laid down in the Acquisition Operating Framework (AOF) documentation and SSP53, and as expanded in BR 9463. They also make objective appraisals of the installation, capability and performance standards of weapons systems and equipment during and after combat system updates and platform upkeep periods.

Accountable to Captain MCTA through GWS1 and Cdr WS the Guided Weapons Systems Trials Officer  
Primary role is to conduct Inspections and Trials by:

1. Conducting trials and inspections on Guided Weapon and Gunnery Control Systems as directed by the Trials Planning Office and Platform Manager.
2. Conducting live firings as directed by the Trials Planning Office and Platform Manager.
3. Drafting Reports from Inspections and Trials, including analysis.
4. Being conversant with the major systems, their related trials requirements and potential problem areas for those platforms in which their systems are fitted.

Pay will be between £34,720.32 and £40,638.00 per annum depending on increment level.

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**A VACANCY FOR AN OR 7 OF THE WEAPONS ENGINEERING SPECIALISATION SERVING AS WEAPONS TRIALS MINOR WAR VESSELS 3 (MPH3) IN VICTORY BUILDING, HMNB PORTSMOUTH – REF No 1750718**

A vacancy has arisen for OR7 of the Weapons Engineering specialisation to serve as the MPH3 in Victory Building, HM Naval Base Portsmouth on FTRS(LC) Terms and Conditions of Service (TCOS).

MCTA is the Royal Navy's equipment capability assurance organisation. Led by a Captain RN, supported by 2 department commanders and a Band B2 civil servant, MCTA provides a range of maritime trials, assessment and assurance services in order to deliver independent capability assurance to the maritime domain of the MoD.

The Weapon Trials teams support the 'Introduction into Service' and 'System Acceptance' processes laid down in the Acquisition Management System (AMS) documentation and SSP53, and as expanded in BR 9463. They also make objective appraisals of the installation, capability and performance standards of weapons systems and equipment during and after combat system updates and platform upkeep periods. Maritime Force Capability Assurance is also supported by MCTA to provide the Commanding Officer and his team with a clearer understanding of the real time capabilities of their platform and also provide Navy Command further insight as to how each platform contributes to the overall effectiveness of a Task Group.

Accountable to the MPH SO3 the MPH 3's purpose is to conduct maritime force capabilities assurance, inspections and trials in Mine warfare, patrol and Hydrographic (MPH) Vessels.

Pay will be between £34,720.32 and £40,638.00 per annum depending on increment level.

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**A VACANCY FOR AN OR6/OR7 OF WEAPONS ENGINEERING SM SPECIALISATION SERVING AS WEAPONS SECTION SENIOR RATE (W5) IN RNAD COULPORT, SCOTLAND – REF No 1677938**

A vacancy has arisen for an OR6/OR7 of the Weapons Engineering SM specialisation to serve as W5 in RNAD Coulport, Scotland on FTRS(FC) Terms and Conditions of Service (TCOS).

RNAD Coulport is the UK Strategic Weapons Facility headed by Superintendent Weapons. Its primary role is to process, store and issue the UK's Strategic Deterrent to CINCFLEET. It is a Department of HM Naval Base Clyde

The Strategic Weapons Support Building (SWSB) is the Waterfront Support Facility for the SWS and is manned by a combination of Service, MOD Civilian and In-Service Support (ISS) contractor personnel.

Accountable to the Weapons Section Co-ord the W5 primary purposes are:

1. To carry out Weapons Section Level II and III Maintenance and Repair tasks in the Strategic Weapon Support Building and the SSBN in accordance with all relevant SWSB Standard Operating Procedures and SSBN maintenance documentation.
2. To be a member of the Trident Missile Handling Team (TMHT) and Re-entry Body Handling Team (RBHT).
3. To ensure that all required stores, tools and equipment are held within his area of work and that all T & ME items remain in date for calibration.

Pay will be between £33,561.24 and £44,314.80 per annum depending on increment level.

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## **The closing date for these positions is 27 June 2014**

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### **A VACANCY FOR AN RN/RM OR4 OF THE LOGISTICS SUPPLY CHAIN SPECIALISATION SERVING AS DEFENCE ACCOMMODATION STORES (DAS) ACCOUNTANT AT CTCRM LYMPSTONE – REF No 1663378**

A vacancy has arisen for an RN/RM of the Logistics Supply Chain specialisation to serve as the DAS Accountant within CTCRM Lympstone on FTRS(HC) Terms and Conditions of Service (TCOS).

Accountable to the RQMS2 the primary purpose of the DAS Accountant is to be the DIO, GPC card holder providing support within CTCRM Lympstone & satellite Units by provisioning materials and equipment.

His/her secondary purposes is to act as the radioactive or dangerous goods Consignor within the Receipt & Dispatch including minor supervision of civilian staff

The DAS Clerks primary tasks include:

Ordering of furniture, cleaning equipment, bedding, carpets, Mess equipment & general white good items.

Responsible for the management and control of CTCRM Accommodation Stores budget.

Responsible for the demanding and accounting of accommodation stores required at CTCRM and satellite units.

Responsible for the procurement of carpets, flooring and curtains around CTCRM and Satellite units.

Responsible for the payment of MOD 640 invoices and use of MOD Barclaycard for establishment purchases.

Responsible for the payments of bills and contract invoices for items purchased via GPC & LVP transaction.

Responsible for back loading of various stores including the disposal of dangerous goods and radioactive items used at CTCRM, including the maintenance of relevant disposals log and accounts as required.

Responsible for the receiving and despatching of various Naval Stores items at CTCRM.

Is required to supervise and provide assistance when needed to the civilian staff in the receipt and despatch of personal equipment arriving and being dispatched from CTCRM.

Pay will be between £23,672.52 and £26,701.92 per annum depending on increment level.

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**VACANCY FOR AN OF3 OF ANY SPECIALISATION SERVING AS THE SO2 NITWORKS (MARITIME) WITHIN MOD DES DTECH TD – NITWORKS IN FARNBOROUGH, HAMPSHIRE - REF No 1760923**

A vacancy has arisen for an OF3 of any specialisation to serve as the SO2 Niteworks (Maritime) within MOD DES DTECH TD – Niteworks in Farnborough, Hampshire on FTRS(HC) Terms and Conditions of Service (TCOS).

Accountable to the SO1 Niteworks (Air) the SO2 Niteworks (Maritime) has the following responsibilities:

1. Act as interface with User, Sponsor and Supplier stakeholder community in the maritime environment
2. Deputise for Senior Niteworks military advisor as required
3. Provide guidance across Defence Lines of Developments to Projects
4. Participate in Niteworks Project activities as agreed with Senior Military Advisor
5. Provide support to wider MoD initiatives as required
6. Provide access to national and international doctrine, research and other information as required to support Niteworks activities
7. Provide advice on current and planned maritime capabilities
8. Provide advice on Defence and maritime simulations including policy, standards and utility in support of Niteworks activities as required

Pay will be between £42,737.40 and £51,183.72 per annum depending on increment level.

**NOTE: Previous applicants need not apply**

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**A VACANCY FOR AN OR6 OF ANY SPECIALISATION AS A PERMANENT STAFF INSTRUCTOR (PSI) IN HMS WILDFIRE, NORTHWOOD – REF No 1102579**

A vacancy has arisen for an OR6 of Specialisation to serve as a Permanent Staff Instructor on FTRS(HC) Terms and Conditions of Service (TCOS) in HMS WILDFIRE, Northwood.

Accountable to RNSO his/her primary purpose is to facilitate efficient, effective training and instil Naval Ethos and Naval Service Core Values in WILDFIRE Reservists, in order to augment the RN in time of tension or crisis and peace.

His/her secondary purposes are.

- a. To co-ordinate the training of RNR personnel in order that Reservists attain the stated Training and Operational Performance Standards (TPS / OPS).
- b. To assist with the Divisional Management of RNR Officers and Ratings within their respective RNR Specialisations.

His/her principle tasks are to:

- a. Assist the RNSO in providing advice and support on Naval Service matters to the Unit Personnel and to promote, develop and sustain the delivery of leadership, sound management and, ultimately, operational capability.
- b. Assist with the administration of all Unit training and development for unit personnel both in and out of unit.

Pay will be between £26,590.08 and £32,717.08 per annum depending on increment level and pay spine.

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**NOTE: Previous applicants need not apply**

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**VACANCY FOR AN OF2 OF ANY SPECIALISATION SERVING ON A FULL-TIME RESERVE SERVICE (HOME COMMITMENT) (FTRS(HC)) AS THE FIRST LIEUTENANT (1LT) WITHIN HMS THUNDERER IN SOUTHAMPTON, HAMPSHIRE - REF No 1760464**

A vacancy has arisen for an OF2 of any specialisation to serve as the First Lieutenant (1LT) within HMS THUNDERER in Southampton, Hampshire on FTRS(HC) Terms and Conditions of Service (TCOS).

Accountable to the Commanding Officer (CO) HMS THUNDERER the 1LT has the responsibilities:

1. First Lieutenant/Adjutant role in a Squadron of up to 160 RN, Army, RAF and Civil Service OCdts with responsibility as Line Manager and 1RO for subordinate military staff.
2. Coordinate and administer the daily activities, training and personal development of Thunderer Squadron's Sponsored Undergraduates and In-Service Officers on the Defence Technical Undergraduate Scheme.
3. Act as main RN co-ordinator for all RN bursars within DTUS and all Upper Yardmen (Engineer) at UoP liaising with AIB as appropriate.
4. Act as DTUS lead for summer attachments for RN bursars to Portsmouth Dockyard, BSSC and also USNA Annapolis, liaising with external authorities as appropriate.
5. Act as unit Motor Transport Officer, Equality & Diversity Advisor and First Aider.
6. Provide RN specific advice to DTUS bursars and on DTUS Exercises.
7. DTUS recruiting representative for RN Engineering POCs.
8. Assist in the planning, coordination and running of military training programmes and exercises.

Pay will be between £33,592.20 and £39,948.60 per annum depending on increment level.

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**A VACANCY FOR OF3 OF ANY SPECIALISATION SERVING AS THE TRAINING AND EDUCATION OFFICER (TEO) AT THE DEFENCE ACADEMY SHRIVENHAM – REF No 1806849**

A vacancy has arisen for an OF3 of any Specialisation to serve as the TEO at the Defence Academy Shrivenham on FTRS(HC) Terms and Conditions of Service (TCOS).

The TEO is responsible to the Deputy Head of Leadership and Management (and also supporting Deputy Head Organisational Development) for the co-ordination and management of functions enabling the delivery of leadership, management and organisational development interventions.

His/her responsibilities are to :

1. Act as co-ordinating support to Dep Hd's CDLM L&M and OD, managing information and all communications ensuring correct staffing, e.g. drafting of letters and business cases, preparation of briefs and reports.
2. Manage the L&M and OD team's communication and engagement with DA components, academic partners, MOD, OGD, external agencies and other stakeholders.
3. CDLM's Focal Point for engagement with academic partners regarding Contracting for Capability and for engaging other external partners.
4. Work in partnership with CDLM's Programmer to manage both the L&M and OD's programme of delivery and any associated DSAT responsibilities.
5. Track the resource usage on LM & OD projects and provide information of future capability and availability.
6. Contribute to wider work of CDLM as required.

Pay will be between £42,737.40 and £51,183.72 per annum depending on increment level.

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**A VACANCY FOR AN RN/RM OR7 OF ANY SPECIALISATION SERVING  
AS THE TRAINING MANAGER (TM) AT THE DEFENCE ACADEMY SHRIVENHAM – REF No  
1806809**

A vacancy has arisen for an OR7 of any Specialisation to serve as Training Manager at the Defence Academy Shrivenham on FTRS(HC) Terms and Conditions of Service (TCOS).

The position role will be Training Manager 1 at the Joint Stress and Resilience Centre (JSARC)

His/her responsibilities are to:

1. Act as the joint TDA for managing SRT&E requirements, as defined by the joint Training Requirements Authority.
2. Support the delivery of operational effect through the management of effective SRT&E components: Joint Training Requirement Analysis; Joint Training Development; Joint Training Delivery; and, Joint Quality Assurance.
3. Engage with the wider Defence community to promote SRT&E and reduce stigma.

Pay will be between £29,728.80 and £38,702.88 per annum depending on increment level and pay spine.

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**A VACANCY FOR AN OF2 OF ANY SPECIALISATION SERVING AS HQ INFORMATION MANAGER  
AT RM POOLE – REF No 1676765**

A vacancy has arisen for an OF2 of any Specialisation to serve as HQ Information Manager (HQ IM) at RM Poole on FTRS(HC) Terms and Conditions of Service (TCOS).

The HQ IM is responsible for defining and supervising the processes necessary to manage and develop the Unit's information requirements.

His/her main duties are to:

1. Deploy as Chief IM in support of the RM POOLE TGHQ and Stand-by TGHQ on both enduring and contingent operations
2. Co-ordinate and manage the RM POOLE Information Management (IM) plan.
3. Co-ordinate and manage the RM POOLE IM information flow.
4. Co-ordinate and manage the RM POOLE IM activities (meetings, working groups).
5. Co-ordinate and manage unit IM training needs.
6. Manage and direct changes to IM processes.
7. Manage, direct and support RM POOLE Assistant Information Managers (AI Mgrs) and Information Support Officers (ISO).
8. Directly engage with System Managers with relation to IM/IS/IT/IX integrated, UKSF and Mod-wide projects.
9. Directly engage with Unit Security Officer (USO) to develop, implement and monitor effective information protection measures.
10. Directly engage with I Mgrs of other units in order to share knowledge and advance the evolution of Defence-wide IM structures.
11. Directly engage with RM POOLE AI Mgrs and ISO staff and work together to identify areas of information overload, duplication, or weakness and manage corrective action procedures.

12. Sec duties for RM POOLE IM meetings and actively encourage development of information exchange and liaison meetings with similar groups within other tri-service formations, in particular with UKSF, including US SOCOM.
13. Actively encourage integration of IM practices and systems within all staff divisions J1-J9 within the service.

Pay will be between £33,928.20 and £40,348.08 per annum depending on increment level.

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**A VACANCY FOR OF2 OF ANY SPECIALISATION SERVING ON FULL TIME RESERVES SERVICE (HOME COMMITMENT) (FTRS(HC)) AS THE FIRST LIEUTENANT AT HMS TEMERAIRE IN PORTSMOUTH – REF No 1479433**

A vacancy has arisen for an OF2 of any Specialisation to serve as First Lieutenant at HMS TEMERAIRE in Portsmouth on FTRS (HC) Terms and Conditions of Service (TCOS).

Accountable directly to the Commanding Officer the First Lieutenant (1LT) must administer all appropriate contracts, legislation, training and business management on his behalf.

His/her primary purposes are:

1. To be the Fleet Facilities Officer and oversee the safe and efficient running of the establishment. 3 I/C of the establishment in accordance with Standing Orders.
2. To ensure that as the Unit Security Officer all policies and protocol are up to date and enforced.
3. To facilitate mass participation from the Naval and Tri Service Communities in the use of the establishment and assets.

He/she has secondary purposes:

1. To discharge delegated financial authority for the establishment and staff vehicles ensuring expenditure is committed iaw the financial delegation framework.
2. To provide Staff Officer Services to the CO TEMERAIRE and CNPD as required.
3. To act as the establishment SHEF officer.
4. To be the lead Equality and Diversity Advisor to TEMERAIRE and the wider Portsmouth area.
5. To be the Data Protection Officer to the establishment, ensuring compliance and provision of training.
6. To be line manager to military and civilian staff.
7. To act as PFS co-ordinating officer for the establishment.
8. To act as the Public Relations Officer for the establishment and give advice to Sports Associations.

Pay will be between £33,928.20 and £40,348.08 per annum depending on increment level.

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**A VACANCY FOR RM/RN OR4 OF ANY SPECIALISATION SERVING AS MT JNCO IN RMR MERSEYSIDE – REF No 1803512**

A vacancy has arisen for RM/RN OR4 of ANY specialisation to serve as the MT JNCO in RMR Merseyside on FTRS(LC) Terms and Conditions of Service (TCOS).

Accountable to the MT SNCO the MT JNCO is to:

- a. Maintain all MT documentation
- b. Ensure all Drivers sign a Certificate, which they have read and understand Driver Standing Orders.
- c. To be fully conversant with Unit Standing Orders.
- d. To monitor the location and use of all MT vehicles.
- e. Assist the MT SNCO for the planning and co-ordination of transport demands received in the MT.
- f. Where it is necessary to hire private transport you are to first consult the MT SNCO / MTO before confirming the hiring.
- g. Arrange second line transport as and when necessary.
- h. Assist the MT SNCO for maintaining accurate accounting procedures for all bridge passes and routine musters on a weekly basis.

He/she is also responsible to the MT SNCO for:

- a. Ensuring that where seat belts are fitted they are used and that a notice is affixed in a prominent position warning all occupants that they must wear them.
- b. Fire precautions within the MT area.
- c. Vehicle parking and cleanliness of parking areas within the MT area.
- d. The preparation of the MT compound for rounds.
- e. The administration and control of the MT Store.
- f. The cleanliness of the MT Office area.
- g. Maintenance of a Licence Register for MT personnel and application for renewal of licences 4 to 6 weeks before they run out.
- h. All accidents are to be reported to the Establishment Health and Safety Advisor and the Unit Accident Report completed and given to the EHSA for the Unit Register. These are to include near misses.

When the MT SNCO is absent he/she will assist with:

- a. Correct entry of all approved requests for transport in the Regulating Book during your tour of duty.
- b. Achieving the maximum economy of transport by combining trips wherever possible.
- c. Ensuring that drivers report to you in sufficient time to collect their FMT 1001, receive their detail and report to their place of duty five minutes prior to the time requested, having completed first parade servicing when applicable.
- d. Ensuring that entries in the FMT 1001's are in blue/black ink and that repayment journeys only are entered in red ink.
- e. Maintaining the fleet state board.
- f. The accounting, the issue and receipt of all bridge passes.

Pay will be between £27,053.52 and £33,997.56 per annum depending on increment level and pay spine.

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**A VACANCY FOR A RM OR7 OF ANY SPECIALISATION SERVING ON FULL TIME RESERVES SERVICE (FULL COMMITMENT) (FTRS(FC)) AS A PERMANENT STAFF INSTRUCTOR (PSI) IN RMR MERSEYSIDE – REF No 1795715**

A vacancy has arisen for a RM OR7 of any specialisation to serve as a PSI in RMR Merseyside on FTRS(FC) Terms and Conditions of Service (TCOS).

Accountable to the Unit Training Officer the PSI's primary purpose is to plan, implement and oversee Phase 1A/B Royal Marines Reserve training within Unit, under the direction of the Training Officer (TO) and OC Recruit Training, as per the ACHNACARRY Syllabus. Ensure training is challenging and inspiring and conducted in such a manner that the focus is on the recruit and everything possible is done to ensure that the maximum number of recruits attain the necessary standards to pass the RFCC (with the aim of 60% of ranks starting Phase 1B training passing the RFCC).

His secondary purposes are to:

- a. Advise TO on all matters pertaining to RMR Rct training.
- b. Act as an expert adviser to a Detachment Team (OC, DSM, Instructors) on a rotational basis, to include:
  - (1) Attendance at all Drill nights (when not available he is to nominate a replacement) and ensuring that the Detachment always receives stimulating instruction and training in accordance with the CO's direction and both the trained rank and recruit training programmes.
  - (2) Liaising with other Detachment team members to maintain proactive communications in order to confirm the value and worth of each individual.
  - (3) Assisting in the planning of all Detachment Training and ensuring the TO has an up to date Detachment Training Program for the relevant Detachment.
  - (4) Acting as a link between the Training Office and the Detachment, including the delivery of Weekly Routine Orders and the monitoring of attendance levels and training quality.
  - (5) Assisting in training delivery where necessary in order to ensure training is stimulating, enjoyable and conducted with a 'Commando' theme.
  - (6) Acting as the Detachment building manager and co-ordinate any remedial SHEF actions or works required by the Host Unit for the day to day running of the Detachment. Any large scale works are to be referred to Unit HQ for action.
  - (7) Ensuring Detachment SHEF Matters are communicated, monitored and actioned. Any SHEF issues are to be reported back to the unit SHEF committee.
- c. Assist in the running of Ph1A & RFCCs at CTCRM as required, under direction of the TO.
- d. Ensure the CO and TO are made aware of, and available to attend where appropriate, key training serials.
- e. Assist the TO in the planning, running and delivery of Unit-sponsored courses, exercises and events.

Pay will be between £39,039.44 and £43,076.88 per annum depending on increment level and pay spine.

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**The closing date for these positions is 11 July 2014**

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**FULL details for all positions can be requested from:  
navypers-resmailbox@mod.uk**

**Job applications are to be submitted in the form of a covering letter, maximum 2 page CV and your last 3 SJARs to:**

**Cdr M S Robinson, NPT(Reserves), MP 1-2, Room 108, West Battery, Whale Island, Portsmouth, Hampshire, PO2 8DX.**

**or**

**email: navypers-resmailbox@mod.uk using the phrase “Job Application for (followed by the job title and reference number)” in the Subject line**

**Note – there is no entitlement to T & S for candidates travelling for interview.**