

**THE RESERVE FORCES' AND CADETS' ASSOCIATION FOR THE
NORTH WEST OF ENGLAND AND THE ISLE OF MAN**

JOB DESCRIPTION

Job Title: Commandant Altcar Training Camp

Grade: HEO/C2

Department: Altcar Training Camp

Line Manager: Chief Executive (CE) NW RFCA (Grade 6/B1)

Countersigning Officer: Chair NW RFCA

GENERAL

1. The Commandant (Comdt) for Altcar Training Camp is a MOD Crown Servant and full-time civilian employee of the Reserve Forces' and Cadets' Association for the North West of England and Isle of Man (NW RFCA). Altcar Training Camp comprises of the main camp, small arms ranges and several field-craft areas. Site wide there are 178 building structures. The main structures provide Real Life Support (RLS) outputs for use by tri-Service Armed Forces and military sponsored cadet organisations. Where irreducible capacity exists, the site provides opportunities for Other Government Departments (e.g. Police, Ambulance and Fire & Rescue Services) and other organisations through a license/payment. The camp has a 720 bed capacity and covers 620 acres of land and 500 acres of beach (Range Danger Area). Each year there are over 100,000 "heads on beds" with another c12,000 coming in/out daily to use the facilities. Over 750,000 small arm rounds are discharged down the various ranges each year.

2. The Comdt is responsible for the day-to-day operation and administration of Altcar Training Camp, which consists of the following non-industrial and industrial staff:

- 1 x Quartermaster (QM) (Grade EO/D)
- 1 x Range Liaison Officer (RLO) (Grade EO/D)
- 1 x Chief Clerk (Grade AO/E1)
- 3 x Senior Camp Operatives (Grade Skill Zone 3)
- 12 x Camp Operatives (Grade Skill Zone 2)

3. The Comdt is responsible to the Chief Executive (CE) NW RFCA who is the Line Manager and to the Chair NW RFCA as the Counter-Signing Officer for all matters of organisation, administration, security and SHEF at work.

WORKING PATTERN

4. The Comdt is required to live within 1 hour of normal driving conditions of Altcar Training Camp. However, an on-site house is provided by NW RFCA should the appointee wish to live on-site (to which a monthly rent (reduced), Council Tax and utilities will be charged). The normal working hours are:

- a. Monday to Thursday 0800hrs – 1600hrs
- b. Friday 0800hrs – 1530hrs
- c. Saturday & Sunday – 0800hrs – 1600hrs: **See Note 1***

5. There is a frequent requirement to work additional hours before or after the set “day” which will be remunerated. The successful candidate will be entitled to 25 days annual leave (excluding Public Holidays) which increases to 30 days with 5 years’ service. Prior employment with the Armed Forces or another Government Department will count towards qualifying years’ service.

6.. **Note: 1*:** Weekends are worked on a rostered system in conjunction with the QM and Senior Camp Operative (Zone 3). This will require the Comdt to work on average one full weekend in three. The Comdt will then take 2 days off in the following 10 days (Mon-Fri) as they worked the weekend. The Comdt could occasionally be required to work a pattern of weekend on/weekend off in order to cover sickness, leave, or course attendance by other staff. This situation may also be required in exceptional circumstances at the request of the CE – e.g. in order to support UK Operations.

7. Additional payment/overtime:

a. Christmas & New Year Leave Cover – The role of Comdt may require you to be on standby over the Christmas/New Year stand-down period. An on-call allowance will be paid against Civil Service regulations.

b. Where the Comdt is rostered to work a weekend, NW RFCA will pay an “unsociable working payment” of plain time rate for each hour worked. For example, if they work for 7.5 hours they will receive 15 hours salary. The Comdt will then take 2 days off in the following 10 days (Mon-Fri) as they worked the weekend. This payment will be at the hourly rate over 37 hours.

c. If the Comdt is rostered to work on a Bank/Privilege Holiday an “unsociable working payment” will be at the rate of double time (i.e. daily salary plus an additional payment of the daily rate x 2). For example, if they work for 7.5 hours they will receive their salary plus 15 hours Overtime. The Comdt will then take 1 or 2 days off in the following 10 days (Mon-Fri) as they worked the weekend which contained a Bank Holiday(s). This payment will be worked at 37 hours.

d. If the Comdt works on a non-rostered weekend (i.e. to cover for sickness, leave, courses or in exceptional circumstances (manning requirement), as agreed by the Line Manager), they will be paid overtime at double time (i.e. daily salary plus an additional payment of the daily rate x 2). For example, if they work for 7.5 hours they will receive their salary plus 15 hours Overtime. For working on a non-rostered day during the week (Monday to Friday), they will be paid overtime at time and a half. This payment will be worked at 42 hours.

e. Any time worked over contracted hours per day will be paid at the overtime rate stated in the RFCA Staff Regulations 2019 (i.e. Monday to Friday overtime at time and a half and double time at the weekend or Bank/Privilege Holiday). This will be at the hourly rate over 42 hours. TOIL can only be taken with the agreement of the Line Manager.

- f. The normal lunch break is 30 minutes, but this is subject to variation from time to time, as circumstances dictate. A minimum of thirty minutes must be taken each working day.

PRINCIPLE TASK AND RESPONSIBILITIES AND AREAS OF ACCOUNTABILITY

8. The Comdt is the designated Head of Establishment (HoE) for Altcar Training Camp. As HoE, he must be familiar with ACSO No 1105 – HoE Roles 7 Responsibilities dated February 2024. He is responsible to the CE NW RFCA for all camp/site compliance matters and has overall line-management responsibilities for 18 camp staff. The Comdt is also responsible to the Range Authorising Officer (Comd HQ North West – to be Comd RPOC North) through his LTAR for all range and field craft inspections. The Comdt has a key obligation in the provision of critical support for all unit Firm Base outputs ensuring the site maintains a safe working and living environment (Safe Place). They have a Common Law duty-of-care obligation ensuring H&S Compliance at all times. The Comdt must ensure that any issues of concern are either Treated, Tolerated, Transferred, Take or Terminated accordingly. Additional and new accountabilities include ensuring live range compliance is applied through direction from the CoC and Comd HQ NW – the range licensing authority as Range Authorising Officer (RAO) being the Range Adminstrating Unit (RAU).
9. The Comdt is responsible for the efficient organisation, administration and security of Altcar Training Camp.
10. The Comdt is to ensure compliance in terms of administration, maintenance (mandatory and statutory), security, fire regulation, gas and electric regulation for the Altcar site assets including correct storage for weapons, ammunition and pyrotechnics (Armoury, Ammunition Compound). As applicable, ensuring the same is applied for on-site lodger units/site users and transiting troops. For all mandatory and statutory outputs, the Comdt must liaise with Hd of Estate NW RFCA.
11. In managing the Defence Training Estate, the Comdt is required to identify and manage risks and issues within the estate and to seek resolution from the appropriate body ensuring HoE responsibilities are coherent with the HASAWA 74. As applicable, the Comdt is responsible for ensuring Risk Assessment compliancy.
12. The Comdt is charged with maintaining a safe and compliant place to train and operate ensuring the site infrastructure/assets are fit for purpose. They must be familiar with Defence Estate Instructions, Standing Operating Procedures and CoC direction to ensure protocols and procedures are current, compliant, up to date, safe and legal and where applicable and if necessary, mitigate risk if deemed appropriate.
13. As HoE, advise and provide positive co-ordination and provision for Surge Operations as and when required and in doing so, balance the needs of all other unit outputs.
14. As HoE the Comdt is responsible for maintaining a safe place to enable Comd's to manage and minimise Risk to Life activities to As Low As Reasonably Practicable (ALARP).
15. The Comdt, through delegation, is responsible for the supply of target materials for Ranges. The control the allocation of accommodation and camp training facilities in conjunction with HQ NW and NW RFCA.

16. The Comdt is responsible for the maintenance of the non-public service fund.
17. The Comdt is responsible for the on-site management and daily activity of the Military Guard Service (MGS) – who provide 24/7 cover at the main entrance and around the Altcar site.
18. The Comdt is to ensure coordination and publication of Camp Standing Orders.
19. The Comdt is to ensure the maintenance of all buildings, grass areas and roads within the Altcar Estate and he must ensure there is provision of serviceable accommodation stores.
20. The Comdt will ensure the site needs for fuel as required for heating, cooking, lighting and site equipment are met.
21. The Comdt must ensure coordination of staff for the maintenance of drains and ditches to ensure flood prevention.
22. Through delegation, ensure initiation of works services as required for the upkeep and maintenance of the Estate.
23. As applicable, ensure a 5 year forestry and conservation plan is applied.

INSPECTIONS

24. The Comdt is responsible for ensuring compliance of the under-mentioned and where required facilitate the following site inspections:

- a. Security
- b. SHE
- c. Environmental (EMSAS)
- d. Fire Safety
- e. Ammunition
- f. Environmental Health Team
- g. Obstacle Course
- h. Roller Shutter Doors
- i. Intruder Alarm Systems
- j. Kitchen inspection (military and local authority)
- k. Electrical Safety
- l. Gas Safety
- m. ESTC's Part 1 & 2 (Ammo Compound)
- n. Hydrant
- o. Water Systems
- p. Emergency Lighting and Fire Alarms
- q. Compressor

- r. Lifting Equipment
- s. Asbestos
- t. Fuel (Bulk Fuel)

OTHER TASKS/REQUIREMENTS

- 25. Comdt Altcar needs to attend – HODs Mtg (monthly), Board Mtgs (every 4 months) and the Altcar Committee (4 monthly) and where applicable, provide necessary updates. They may be required as HoE to attend FDIS meetings (new contract ISD of 1 Aug 24).
- 26. The Comdt must ensure, facilitate and where possible work with Hd Commercial Operations for possible site Alternative Venues activity (Wider Markets/Third Party Income Generation).
- 27. Comdt Altcar has a statutory duty to manage the “Sites of Special Scientific Interest” (SSSI) areas which includes liaison with external agencies and DIO authorities – utilising the budget given for works on the SSSI areas.
- 28. The Comdt is responsible for ensuring the live and loud small arms range complex is fit for purpose to support defence output and in doing so he must manage relationships with neighbouring communities – especially Hightown and Formby.
- 29. The Comdt will manage the “Codes Retreat” site – the PODs for Veteran outputs as the main POC.

SECURITY CLEARANCE

- 31. The Comdt will be required to undergo Security Clearance (SC), and undertake an Enhanced Disclosure and Barring Service (DBS) check.

HEALTH AND SAFETY

- 32. The Comdt must develop and maintain a working knowledge of the relevant areas of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant Regulations and Codes of Practice.

SECURITY

- 33. The Comdt must comply with the Security Operating Procedures (SyOps) for the site and use of the NW RFCA Local Area Network (LAN) and MoD Wide Area Network (WAN) relating to both voice and data on IT and CCTV Systems.

DATA PROTECTION

- 34. The Comdt will comply with all current GDPR legislation which includes CCTV monitoring.

LINE MANAGEMENT RESPONSIBILITIES

- 35. The Comdt reports to the CE NW RFCA and line managers the following staff:

- a. 1 x Quartermaster (QM) (Grade EO/D)
- b. 1 x Range Liaison Officer (RLO) (Grade EO/D)
- c. 1 x Chief Clerk (Grade AO/E1)

36. The Comdt will carry out Line Management responsibilities including but not limited to the following:

- a. Undertaking monthly probation reports for new staff
- b. Undertaking Performance & Development Reports (PDR) at the beginning, mid, and end of year
- c. Producing all business cases for training requirements for their team
- d. Monitoring the sickness/absences
- e. Authorising leave on Cascade
- f. Undertaking any disciplinary actions.
- g. Delegation and monitoring of work.
- h. Undertaking exit interviews.

37. The Comdt is the Counter-Signing Officer for the following staff:

- a. 3 x Senior Camp Operatives (Grade Skill Zone 3)
- b. 12 x Camp Operatives (Grade Skill Zone 2)

TRAINING AND DEVELOPMENT

38. The Comdt is to ensure that site staff are competent/qualified and current in order to meet the needs of the camp outputs. The list below is some of the mandatory skill-sets required by site employees. If necessary, training will be provided (training costs will be met by NW RFCA). This is not an exhaustive list:

- a. NEBOSH General Certificate 1-2-3 (15 day course, or military equivalent - QM only).
- b. Unit Safety Advisor Qualification (British Safety Council – 10 day military residential course).
- c. Fork lift truck course (3 day course or 5 day course if novice)
- d. Firearms and Ammunition Security Course (1 day course)
- e. IT – MODNET, PH2, Cascade and Symphony Training (in-house courses)
- f. Mobile Elevated Working Platform e.g. Cherry Picker (2 day course)
- g. Pesticide Spraying Course (1 day course)
- h. Quad bike course (1 day course)
- i. Tractor and associated grass cutting equipment/including use of chainsaw/associated equipment and power tools (abrasive wheel and woodworking machinery)

- j. Ensure range control has appropriate RMQ 1-3 and attends Range Safety Course

OTHER POINTS

39. The Comdt will undertake any reasonable duties commensurate with the Crown Servant Grade C2/HEO as directed by the CE. The job description may be reviewed in light of changes during the period of appointment.
40. This appointment is classed as a mobile grade. The Comdt will be expected to relocate with, or within the organisation if required, if such a move is in the best interest of the Association.
41. The post holder must have a valid driving licence and be able to self-drive. A minimum Class B licence is required. The Comdt will be required to drive and operate a range of site vehicles. A vehicle will be available for the post holder for any business use.
42. This job description should be discussed/read with the line manager at each annual PDR review and updated as necessary.

As at 15 February 2024

PERSON SPECIFICATION - COMMANDANT ALT CAR TRAINING CAMP

| Criteria | Standard | Requirement | Measured By |
|------------------------|---|-------------|-------------|
| Work Experience | Proven experience of management at a Senior Level (e.g. Military J4 QM at OF4 level) | E | A/I |
| | Demonstrate previous effective staff appraisal and reporting | E | A/I |
| | Demonstrate experience of, and a willingness to work in a pressurized and rostered working routine, including working overtime and weekends | E | A/I |
| | Experience of contract management | D | A/I |
| | Demonstrate experience of working unsupervised | E | A/I |
| Knowledge | Demonstrate an understanding of and experience in facilities management, and fault reporting | E | A/I |
| | Able to understand the challenges of managing staff working in an industrial work environment, possibly encompassing manual laboring in arduous outdoor environments | E | A/I |
| | Demonstrate ability to use IT and databases in work | E | A/I |
| | Must have an understanding of military activity and outputs | E | A/I |
| | Must have a general knowledge and understanding of tri-Service military training requirements | E | A/I |
| | Have a basic understanding of the live firing requirements and training outputs of Police and Civilian Rifle Clubs in accordance with Home Office Rules and Regulations, National Rifle Association principles and MoD license requirements | D | A/I |
| Skills | Ability to demonstrate experience of managing a budget and getting value for money | D | A/I |
| | Able to demonstrate experience in Health and Safety management procedures | E | A/I |
| | Able to demonstrate effective team working ability | E | A/I |
| | Ability to brief Senior Officers/dignitaries on site issues | E | A/I |
| Qualifications | Able to demonstrate continuous professional development | E | A/I |
| | Must hold a full driving licence (Cat B or above) | E | A/I |
| | Must have or be prepared to complete HoE Course | E | A/I |
| Attitude | Positive attitude, with a flexible approach to work | E | I |
| | Empathetic, having the ability to deal with a wide variety of circumstances within a youth voluntary organization | E | I |
| | A self-motivated positive and highly organised individual | E | I |
| | Honest and reliable with a strong work ethic | E | I |
| | Willingness to work weekends. | E | I |

| Key * | |
|--------------|---|
| Requirement: | E = Essential, D = Desirable |
| Measured By: | A = Application Form, I = Interview, R = References |

Signature of Line Manager:..... Date:.....
 Signature of Employee:..... Date:.....