



SBAA/BFC CYN INTERNAL & EXTERNAL ADVERT

WATERSPORTS INSTRUCTOR MTW ADMIN HR/21/170

VACANCY NOTICE: HR/21/170

GRADE

Local Skill Zone 4 (LSZ4)

EXTERNAL SALARY:

€24,654.00 per annum

Scales/Salary:

Level Transfer or Promotion, the successful candidate will retain their Terms and Conditions (Old TACOS Employees Under a Pension Scheme will be moved on SBAA old TACOS)

BFC: BFC Band 9

SBAA: SBAA 6

New Terms and Conditions: Local Skill Zone 4 (LSZ4)

CONTRACT TYPE

Permanent, Full Time

HOURS PER WEEK

BFC:36.25

SBAA: 37.50

NEW Terms and Conditions: 37

- MTW operate:
 - 1 April – 1 December Tuesday to Saturday inclusive (Sunday and Monday off) and
 - 2 Dec – 31 March Monday – Friday inclusive.
- MTW set block leave on the following periods- Easter long weekend (incl Good Friday and Easter Monday), 2 weeks Summer and remaining of leave is taken between Dec-Feb).
- Any PHs fall on Mondays during the period 01 April to 01 December for every year, to be moved to the following Tuesdays.
- Bank Holidays are taken in line with BFC.

LOCATION

Episkopi

ELIGIBILITY

To be eligible to apply for this role, you must be a Cypriot National. This advert is running concurrently both internally and externally. **Priority will be given to internal candidates.**

UK Family Members are welcome to apply. UKFM applications will be considered only if a Cypriot National has not been identified for the position. To be eligible to apply for this role, you must hold a current and valid Status Stamp, if you are yet to receive your stamp please contact the recruitment team.

Ensure that your application has been correctly completed and all relevant information has been provided. Failure to do so may result in your application being excluded.



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CLOSING DATE

Monday 24th January 2023, Midnight, Local Cyprus Time. Late applications will not be accepted.

ESSENTIAL CRITERIA FOR THE ROLE:

- Safeguarding Children Level 2 **(To be obtained within the first 6 months of employment)**
- Kayak and Stand Up Paddle Board Instructor (Level 1). **(To be obtained within the first 6 months of employment)**
- Power Boat Driver Levels 2.
- Ski Boat Driver Level 2.
- UKCC Water Ski and Wake Board Instructor Level 1.
- Swimming competent.
- MS Applications, MODNET and SharePoint competent.
- B+E Driving Licenses or Cyprus equivalent.
- The ability to communicate in English both verbally and in writing is an essential part of this role.
- Be prepared to self-drive an MT vehicle (and prepared to maintain or obtain FMT600) to attend meetings across WSBA and ESBA or occasionally in the Republic of Cyprus.

DESIRABLE:

- Marine Whole Body Vibration Course – Online.
- Sea Equipment Survival Log Supervisor – UK Cse (2 days).
- UKCC Water Ski and Wake Board Instructor Level 2.
- Power Boat Safety Level 3.
- British Water Ski and Wake Board membership.
- RYA Power Boat Instructor.
- MOD to fund CPD as required for post

For specific details of the role please refer to attached JOB DESCRIPTION.

TO APPLY FOR THIS POSITION:

You must complete the application form and include evidence of how you meet the following

CORE COMPETENCES:

- Working Together
- Leadership & Developing Staff.
- Communicating and Influencing.
- Analysing and Using Evidence.
- Managing Customers and Suppliers.
- Planning and Managing Resources.

ADDITIONAL INFORMATION

The recruitment process is a fair and open competition and people will be judged on their own merit.

HOW TO APPLY:

1. To apply for this role please complete the application form located at the following link:



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[External SBAA BFC Application form](#) & [Internal SBAA BFC Application Form](#)

2. This role is assessed through the use of a competency framework. For specific details please refer to: [External SBAA BFC Core Competence](#) & [Internal Core Competence Framework](#)
3. For further information about the role and process involved please contact the Line Manager: **WO2 Philip Edwards**, Email: philip.edwards369@mod.gov.uk
4. **For further recruitment information and guidance please refer to:** [Cypriot Nationals Q&A Application Process](#)
5. Once completed **electronically** please send your application by email to: BFC-SBAA-Recruitment-GpMailbox@mod.gov.uk

Only **electronic** applications via email in the original word format should be submitted (no handwritten applications will be accepted). No hard copy applications will be accepted. Any forms that are submitted in any other format e.g. bitmap, jpeg, pdf will not be considered

Incomplete forms will not be sifted, please ensure that you complete all the sections on the form.

Only send your application, no CV or any other attachments to the Recruitment group mailbox, please do not attempt to send the application to the Recruiting Line Manager as they will not be able to accept it until it is forwarded through the Recruitment Officer for interview sift evaluation.

Please Note:

You will receive an email to let you know whether or not you have been successful to reach the interview stage, you will only receive feedback of your performance from the interview stage.

JOB DESCRIPTION

(To be reviewed at recruitment or annually at beginning of Reporting Year)

POST TITLE	WATERSPORTS INSTRUCTOR MTW ADMIN		
Area/Section	WSC MTW Epi Station	Position No	
Grade	LSZ4	Grade Priority	1
Full Time/Part Time	Full Time	No of Established Hours	36.25/37/ 37.50
Required Security Clearance	OS	Position CYN/UKFM	CYN
Current Incumbent Name		Employed by BFC or SBAA	BFC
<u>Brief Description of Role</u>			
<ul style="list-style-type: none"> • Acting as MTW 2IC sharing the management, administrative and day to day running of MTW. Knowledge of all associated Royal Yacht Association (RYA), British Water Ski and Wakeboard (BWSW) and military policies (including the comprehensive MTW Standing Operating Procedures (SOPs), Risk Assessments (RA) and daily accountable Health and Safety (H&S) documentation. 			



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- Sole Equipment Management including all associated tasks of 4 expensive power boats, all equipment, Sea Survival Equipment Log (SSEL) trained (MOD Cse in the UK), staff qualifications, repairing and quarantining equipment and the replacement through military system or local procurement.
- Sole Fund Management responsible for all money income and expenditure and projected forecasts, paying civilian zero-hour contractors and linking in weekly to Epi accounts to balance the books.
- Water Safety Officer duties and kit issue duties.
- Suitably Qualified and Experienced Personnel (SQEP) and Part delivery of water sports including driving power boats, coaching water skiing and wake boarding up to Cutting Edge BWSW bronze and silver awards and Stand Up Paddle Boarding/Kayaking.
- Applicant needs to be competent at MODNET, Sharepoint and be competent in MS applications (daily the use of word, outlook and excel is important).

Responsible to

MTW WSC structure: MTW Warrant Officer and 2 Non-Commissioned Officers work alongside this newly created post for a civilian.

Priorities (list in order)

- CPD: 5%
- Funding Management: 25%
- Equipment Management: 25%
- Instruction, driving and Coaching: 20%
- Water Safety Officer: 10%
- Administration: 15%

Responsible for (Tasks/Duties)

Percentage (%) of time spent during the working week on each task

Responsibilities:

1. Be conversant, enforce and comply with all aspects of water safety/activities in accordance with current British Forces Cyprus (BFC) policies and UK legislation (SOP 1701, MTW WSC SOPs, RA, Army General Administrative Instructions (AGAI) Vol 1 Chapter 11/18 and JSP 375).
2. Coordinate/check qualified and in date external civilian contractors' qualifications for all MTW WSC bookings.
3. On behalf of MTW WSC Manager (Warrant Officer) manage equipment account and maintain/replace all MTW WSC equipment in accordance with civilian and MOD polices.
4. Charging accurately for water sport activities, accountability, and security of petty cash, paying contractors and paying/withdrawing funding to/from Epi Stn accountant effectively.
5. Act as Water Safety Officer responsible for the safe

Water Safety Officer: 10%
 Instruction, driving and Coaching: 20%
 Equipment Management: 25%
 Funding Management: 25%
 Administration: 15%
 CPD: 5%

Note: Statistics can fluctuate dependant on supply and demands of the centre and is to be used only as a guide.



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delivery of all water activities conducted on the water and man the safety tower on formal water sport bookings.

6. Deliver, SQEP and instruct MTW water sports activities (Drive power boats, instruct all types of water skiing, kayaking, wake boarding and stand up paddle boarding).

7. Organise/coordinate MOD and civilian contractor Staff Trg, qualifications and Continual Professional Development (CPD).

8. SQEP in all MTW activities and act as the Sea Equipment Survival Log Supervisor and manage the associated documentation.

9. Undertake secondary duties as delegated and directed by the Line Management.

All employees are

- To undertake ad-hoc duties, as required, that may be reasonably expected by the **line manager but are commensurate with the grade, and within the unit objectives.**
- To carry out responsibilities with regard to BFC Equal Opportunities and Health & Safety Policies.

Competences required

Essential:

- Working Together
- Leadership & Developing Staff.
- Communicating and Influencing.
- Analysing and Using Evidence.
- Managing Customers and Suppliers.
- Planning and Managing Resources.

Training/qualifications required for the post

- Safeguarding Children Level 2 (**To be obtained within the first 6 months of employment**)
- Kayak and Stand Up Paddle Board Instructor (Level 1). (**To be obtained within the first 6 months of employment**)
- Power Boat Driver Levels 2.
- Ski Boat Driver Level 2.
- UKCC Water Ski and Wake Board Instructor Level 1.
- Swimming competent.
- MS Applications, MODNET and SharePoint competent.
- B+E Driving Licenses or Cyprus equivalent.

Desirable:

- Marine Whole Body Vibration Course – On line.
- Sea Equipment Survival Log Supervisor – UK Cse (2 days).
- UKCC Water Ski and Wake Board Instructor Level 2.
- Power Boat Safety Level 3.



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- British Water Ski and Wake Board membership.
- RYA Power Boat Instructor.
- MOD to fund CPD as required for post.

Equal Opportunities Responsibilities

The responsibility for implementing the Department's Equality & Diversity policies is shared by all staff. The Post Holder has a shared responsibility to ensure that the working environment is free from harassment, and that the dignity of others is respected. The Post Holder is required to take care that his/her own conduct does not cause offence and she/he should discourage colleagues from harassing others. Post Holder will be required to undertake a mandated Equality & Diversity training.

Health & Safety Responsibilities

The Post Holder is to take due account of customer care considerations and is responsible for ensuring that their own actions and their environment is free from items/actions that may be considered hazardous to others.

Originator: Line Manager	MTW WSC Warrant Officer	Employee:	
Signed:	Email signed	Signed:	
Date:		Date:	