

Job Description

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| Job Title: | Meteorological Forecaster |
| Department: | Department of Infrastructure |
| Division: | Ports Division |
| Location: | Isle of Man Airport |
| Grade: | D500 |
| Responsible to: | Senior Meteorological Officer |

Responsible for:

The Forecaster is the team leader whilst on shift and is responsible for all products issued during the shift. During single manning, he/she has sole responsibility for the office.

One of the Forecasters is also designated as line manager for two observer/forecaster support staff.

Job Purpose

- 1) To provide a range of meteorological services, including a forecaster consultancy service.
- 2) To monitor the weather and prepare forecasts and warnings for a wide range of customers, with special emphasis on the Isle of Man, North Irish Sea and Manx coastal waters.
- 3) To provide aviation forecasts for the Isle of Man Airport and airspace over and around the Island. Forecasts may also be required for other airfields around the Island and occasionally for air displays and military parachute dropping zones.

Main Duties and Key Accountabilities

A summary of the key day-to-day duties is provided below:

- 1) The Forecaster should remain aware of the general weather situation across the British Isles and northwest Europe to be able to advise departing pilots and operators of en route and destination weather conditions and enable them to undertake their operations in a safe and effective manner.
- 2) The Forecaster has overall responsibility for the operation of the office in the absence of the Senior Meteorological Officer. Forecasters work independently and are responsible for the accuracy of all of the forecast guidance issued from Ronaldsway Met Office during a shift, ensuring the production of consistent quality products for internal and external customers.
- 3) Forecasts are produced using a range of templates based on the MS Office (Word and Excel) software packages. Meteorological data is available via SWIFT/Visual Weather and on the

Internet, ECMWF medium-range products are also received by email. The Forecaster is responsible for assessing the guidance provided by various operational NWP products.

- 4) Forecasts are regularly broadcast 'live' on Manx Radio, and scripted forecasts are also provided several times each day. Forecasters may also be required to do 'live' or recorded interviews for Manx Radio, or the other local radio stations and local internet media portals, on specific features of the weather or in association with sporting events, etc.
- 5) Recorded telephone forecasts are updated several times each day and direct telephone services (premium and aviation) are always available.
- 6) Forecasts are published on various Internet sites several times each day.
- 7) Text and graphics forecasts are produced for local newspapers.
- 8) Ronaldsway Met Office also provides the National Severe Weather Warning Service for the Isle of Man. Warnings are provided to various Government Departments, emergency services, local media, local authorities, Manx Utilities, Manx Telecom, other companies/organisations and the Manx public.
- 9) FIREMET forecasts of local weather conditions may be requested by the emergency services during serious incidents involving the release of hazardous materials into the atmosphere.
- 10) During single manning, the Forecaster will carry out full observing and climatological tasks in addition to forecasting commitments.
- 11) Staff may occasionally be required to describe the operation of the office to visiting members or groups of the public. Requests are sometimes received from local organisations and schools to provide both visual and oral presentations on aspects of meteorology. Training courses may be provided for Coastguards, etc.
- 12) Forecasters work a shift roster system covering 24 hours, 7 days per week, and are expected to sometimes cover shifts at short notice due to sickness, etc. There is also a requirement to occasionally cover duties of observer/support staff during times of annual or sick leave.

The post holder shall perform such duties and observe and conform with such reasonable instructions as the Department or Division, or person duly authorised by the Department or Division, may from time to time give.

In addition to this:

1. Service Delivery

The post holder will be accountable for the delivery of products in accordance with the functions and roles listed in both ***Job Purpose*** and ***Main Duties and Key Accountabilities***.

2. Management of Staff and Resources

The post holder will be directly responsible for the effective management of the Meteorological Office whilst on duty. The post holder, as a member of the Airport, will also have responsibilities for maintaining professional standards with quality control and efficiency.

3. Representation and Corporate Contribution

The post holder will represent the Office in a range of settings and, sometimes, on committees or working groups and at events. It is expected that the post holder will be a committed ambassador of the Office, the Division and the Department and the work that it seeks to achieve.

4. Provision of Advice

The post holder will be a source of information and advice at all levels to a wide range of internal and external 'customers' including other Divisions and Departments, utility and emergency services, various organisations, companies and members of the public.

5. Implementation and Maintenance of Policy

The post holder will be responsible for the implementation of the prescribed standards and practices of the Office.

6. Leadership (and Strategic Direction)

The post holder is responsible for providing some leadership to the Office in line with the strategic direction of the Airport and the Department as outlined in the Business Plans.

Performance Management and Improvement

All Civil Servants have a personal responsibility for performance management. The post holder will be expected to contribute to their annual performance development review and interim performance reviews. The post holder may also ensure subordinates comply with the Scheme as directed by the Airport and the Department.

Regular meetings should be held with line managers/reporting staff and half-yearly interim reviews are encouraged by the Department. These are specifically designed to deliver the aims and objectives of the Department. The post holder is responsible for helping to ensure that subordinates understand their contribution to the Office and Airport teams, the Department and the Government as a whole.

Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health and Safety Review Group of the Airport.

Reporting Framework

The post holder reports to the Senior Meteorological Officer of the Ports Division, Department of Infrastructure.

The Senior Meteorological Officer, as Line Manager is responsible as 'Reporting Officer' for the implementation of, and compliance with, the provisions of the Isle of Man Civil Service Performance and Development Review Scheme.

As Reporting Officer, the Senior Meteorological Officer will ensure that in line with the timescale set out in the scheme, amongst other things, an annual:

- Personal Delivery Plan and a Personal Development Plan is agreed with the post holder;
- Review and assessment of the post holder's performance and competency/behaviours is made; and

- Performance and Development Review meetings are conducted.

Integrity

As an appointee of the Ports Division, Department of Infrastructure, the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all Ports Division business and to uphold such confidences.

Qualifications and Experience

To properly deliver the requirements of this post it is expected that the post holder will have the following qualification/professional membership:

- 5 GCSE's at grade C or above, including English Language (or equivalent qualifications)
- Meteorological Forecaster qualification (or equivalent)

Competency Levels For This Post Are:

Leading and Working Together

Level C

Sets challenging objectives for themselves and the team; motivates colleagues, showing an energetic and positive approach; works collaboratively with colleagues; sets a positive example and offers praise and support as appropriate; develops effective and productive working relationships with colleagues and with contacts in other Departments/externally; manages potential conflict with tact and diplomacy.

Communicating and Influencing

Level C

Communicates in a clear and persuasive way; promotes their ideas, convincing others to agree to proposals; considers other views to produce a 'win-win' outcome; uses their understanding of the organisation and the position of other parties to inform their proposals; is flexible in re-thinking their approach to persuading others.

Achieving Results

Level B

Prioritises own (and others') work to achieve team goals; schedules activities and resources to deliver to agreed timescale; communicates openly about changes to plans; proposes appropriate solutions and considers consequences of different options; makes decisions in a timely manner and recommends/refers important decisions as necessary; strongly focused on achieving results; takes responsibility for the delivery of team objectives.

Delivering a Quality Service

Level C

Delivers an excellent service to internal and external customers; proactively seeks out ways to maintain and improve high standards of service; analyses performance data to assess quantity and quality of service provision; looks for ways to improve value for money and encourages colleagues to do so.

Changing and Learning

Level B

Assists, coaches and advises colleagues to develop competence and confidence; actively looks for new, better ways of working; offers opinions in discussions which are not always the most obvious. Is versatile and adaptable, and prepared to change their views. Applies up-to-date specialist skills, knowledge and experience in their work.

Showing Commitment and Resilience

Level C

Shows determination and drive to deliver and succeed; puts in extra effort to complete important tasks on time; shows stamina and can manage a diverse range of projects; calm and confident under pressure.

Background Information

Ronaldsway Meteorological Office is the National Meteorological Service (NMS) for the Isle of Man. A continuous weather record has been maintained since 1946 and climate records are also kept for several other sites around the Island. The office operates 24 hours a day, 7 days a week and a full weather forecasting service is provided for the Island, including aviation and marine forecasts, and warnings of severe weather are provided for the local community and many Government Departments. Weather observations are made to standards formulated by the World Meteorological Organisation (WMO) and International Civil Aviation Authority (ICAO).

A Forecaster is on shift duty as part of a 24 hours watch each day, with one observer/support staff member on duty during the busier part of the day. Although the Forecaster is effectively the shift supervisor, observer/support staff will share the responsibility for monitoring the weather and coordinating services and communications on each shift.