



Job Description

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

Responsible for:

The Trainee Forecaster is a team member whilst on duty and is responsible, under supervision, for all products issued during the shift.

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 weather 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.
- 4) To provide synoptic observations for Ronaldsway Met Office and aviation weather reports for Isle of Man Airport.

Main Duties and Key Accountabilities

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

- 1) The Trainee 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 Trainee Forecaster has joint responsibility for the operation of the office in association with a Duty Forecaster &/or the Senior Meteorological Officer. Trainee Forecasters work under supervision and are jointly 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 Visual Weather and on the internet with ECMWF medium-range products are also received. The Trainee Forecaster is jointly responsible for assessing the guidance provided by various operational Numerical Weather Prediction products.
- 4) Shipping Forecasts are regularly issued to 'local' shipping companies and published to websites. Inshore Forecasts for Manx Coastal Waters are also issued to various agencies.
- 5) Forecasts are regularly broadcast 'live' on Manx Radio, and scripted forecasts are also provided several times each day.
- 6) Recorded telephone forecasts are updated several times each day and direct telephone services (premium and aviation) are always available.
- 7) Forecasts are published on various internet sites several times each day.
- 8) Text and graphics forecasts are produced for local newspapers.
- 9) 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.
- 10) 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.
- 11) The Trainee Forecaster will occasionally carry out full observing and climatological tasks in addition to forecasting commitments.
- 12) 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.
- 13) Joining a shift roster system covering 24 hours, 7 days per week including Public Holidays, and are expected to sometimes assist in covering 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.

14) The Trainee Forecaster will work to progress through 3 stages of training, normally within 18 months, with the successful completion of each stage leading to a move onto the next predefined pay span. After an initial period in Ronaldsway Met Office, there will be 18 weeks on the Operational Meteorologist Foundation Course at UK Met Office College in Exeter. After a further period of supervised work, assessments and at least one advanced module, normally within a further 6 months, the Trainee will attain full Qualified Forecaster status and move onto the pay scale for Forecasters.

The post holder shall perform such duties and observe and conform to 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 jointly 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 may represent the Office in a range of settings 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 support in 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 staff 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.

Regular meetings should be held with line managers and half-yearly interim reviews are encouraged by the Department. These are specifically designed to deliver the aims and objectives of the Department.

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.

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 and Mathematics (or equivalent qualifications)
- Ability in Mathematics and Physics at AS-Level or higher (or equivalent, e.g. as part of a degree course).
- A degree or equivalent in Meteorology, a Physical Science or Maths. Alternatively, consideration may be given to applicants with relevant operational experience.

Competency Levels For This Post Are:

Leading and Working Together

Is clear about own role and priorities taking responsibility for providing an excellent service; works supportively as a team player in pursuit of agreed objectives; builds effective working relationships with colleagues; deals constructively with inter-personal issues.

Communicating and Influencing

Communicates openly with colleagues; is confident speaking in a group or team situation and expresses views in a clear and succinct way. Influences and convinces others to accept or agree to ideas; takes active steps to build acceptance of proposals using knowledge of the organisation.

Achieving Results

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

Treats customer service as top priority; makes suggestions for improving aspects of service provision; takes on board suggestions for improving the quality of their work and collaborates with others to deliver excellent service; monitors income, costs and value for money.

Changing and Learning

Shows an interest in own self-development; is open to new ideas and willing to consider alternative working practices; accepts and adapts to change or new situations. Applies specialist knowledge, skills and experience in accordance with clearly-defined guidelines and standards.

Showing Commitment and Resilience

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 Trainee Forecaster will build up to be 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 Trainee Forecaster is effectively the shift leader, under guidance, observer/support staff will share the responsibility for monitoring the weather and coordinating services and communications on each shift.

**Isle of Man Public Service
Person Specification**

Post:	Trainee Meteorological Forecaster
Department:	Department of Infrastructure
Job Summary:	To work as an operational meteorologist and Trainee Forecaster in the Meteorological Office

Attributes	Essential or Desirable	Method of Assessment
Qualifications		
Have 5 GCSE's at grade C or above including English Language and Mathematics or equivalent.	Essential	CV/Certificates
Ability in Mathematics and Physics at AS-Level or higher (or equivalent, e.g. as part of a degree course).	Essential	CV/Certificates
A degree or equivalent in Meteorology, a Physical Science or Maths. Alternatively, consideration may be given to applicants with relevant operational experience.	Essential	CV/Certificates
Experience		
Has some experience of dealing with organisations, customers, members of the public and the media.	Desirable	CV/Interview
Knowledge and Skills		
Knowledge of meteorology and climatology.	Desirable	CV/Interview
Knowledge of Maths and Physics required for forecasting	Desirable	CV/Interview
Knowledge of Geography and topography, especially of the Isle of Man and British Isles.	Desirable	CV/Interview
Ability to focus on varied customer requirements and tailor information to suit.	Desirable	CV/Interview
Extensive use of IT; including Microsoft Office/Outlook, browsers, and mapping software etc.	Essential	CV/Interview

Disposition		
Highly motivated with good communication skills and ability to work under pressure.	Essential	Interview
Willing to work shifts on a roster which covers 24/7, including weekends and Public Holidays, and occasionally cover shifts at short notice.	Essential	Interview
Willingness to participate in 'live' radio forecasts.	Essential	Interview
Ability (after training) to carry out and complete observations and read instruments reliably in all weather conditions.	Essential	Interview
Interest in local weather and climate.	Desirable	Interview
Circumstances/Interests		
Isle of Man Worker.	Desirable	Application Form
Hold a full and valid driving licence.	Desirable	Interview/Pre-Employment checks
Have access to a vehicle for work related travel.	Desirable	Interview
Satisfactory Police Check	Essential	Pre-Employment Checks