



JOB DESCRIPTION

Job Title:	Meteorological Forecaster II
Jobholder:	
Salary Grade:	L
Reports to (title):	Manager of Aviation and Forecasting Services
Department/Ministry:	National Weather Service (CINWS)

JOB PURPOSE

To analyse and interpret observed weather data and charts for weather forecasting for the Public, aviation sectors, and marine interests.

Provide meteorological research as well as assisting to enhance the CINWS operations and developing products and services.

DIMENSIONS

This post holder will assist the Director General in providing detailed weather statements for Severe Weather and Tropical cyclone events, conveying this information to the Government's Hazard Management agency, other Public Officials, and the Public. Collaborate with other Government agencies, such as Police and Coast Guard, in the provision of meteorological reports to assist them in effectively carrying out their respective duties.

The MET Forecaster II provides weather forecasting services, including:

- Weather analysis and Forecasting – To conduct weather analysis to better understand the atmosphere and its processes to produce weather forecasts.
- Forecast dissemination and services for Aviation – To distribute forecasts to a wide variety of customers and provide specialized services for the aviation sector. The distribution methods include emails, direct website input, Facebook entry, and weather radio recordings.
- Weather warnings – To produce and distribute weather warnings when needed. This includes the generation of impact-based warning graphics.
- Supervision - supervises observational staff operating on the same shift.
- Assisting senior staff – This role includes assisting with the preparation and dissemination of Severe Weather and Tropical Cyclone Bulletins; Aiding the Director General or Chief Meteorologist with the delivery of meteorological information relating to severe weather or tropical systems to Hazard Management Committee members, Government agencies, and the general Public. Assisting section managers in fulfilling regulatory requirements and delivering

products of the particular section.

PRINCIPAL ACCOUNTABILITIES

1	<p>Weather analysis and forecasting</p> <ul style="list-style-type: none"> • Collection and analysis of meteorological data to produce weather forecast. • Produce Public (3 times per day) and aviation (4 times per day) weather forecasts for media and other customers, thus fulfilling national obligation. • Forecasting for special events. 	40%
2	<p>Forecast dissemination and services for aviation</p> <ul style="list-style-type: none"> • Keeping weather displays and aviation forecasts updated with the latest information. • Prepare and provide weather briefings for flight crews and private pilots to ensure the safety of flights and accurate information for public use. 	20%
3	<p>Weather Warnings</p> <ul style="list-style-type: none"> • Issue weather warnings as needed (Marine, Aviation, Severe Weather, flood etc). • Advise DG or CM with regards to warnings issued associated with Hurricanes or Tropical Storms. 	10%
4	<p>Supervision</p> <ul style="list-style-type: none"> • Supervision of Meteorological Observers (1 MET IV and at least 1 MET III per shift) thus ensuring quality data recording and production. 	10%
5	<p>Assisting senior staff</p> <ul style="list-style-type: none"> • Assisting DG or CM during severe weather threats so that the latest information reaches the appropriate agencies in a timely manner. • Assist DG or CM with specialized projects within the post holder's training and capabilities. • Assist section leaders in meeting the regulatory requirement of product dissemination. • Assist with training of Junior staff and Air Traffic Control personnel. • Assist with the Public Education Program by composing of monthly articles and giving public presentations to media and local social clubs events if needed. • Assisting with some basic research. • Assist Met I forecasters with more in-depth research projects. 	15%
6	<p>Perform other relevant duties within the competence of the post holder as may be reasonably required.</p>	5%

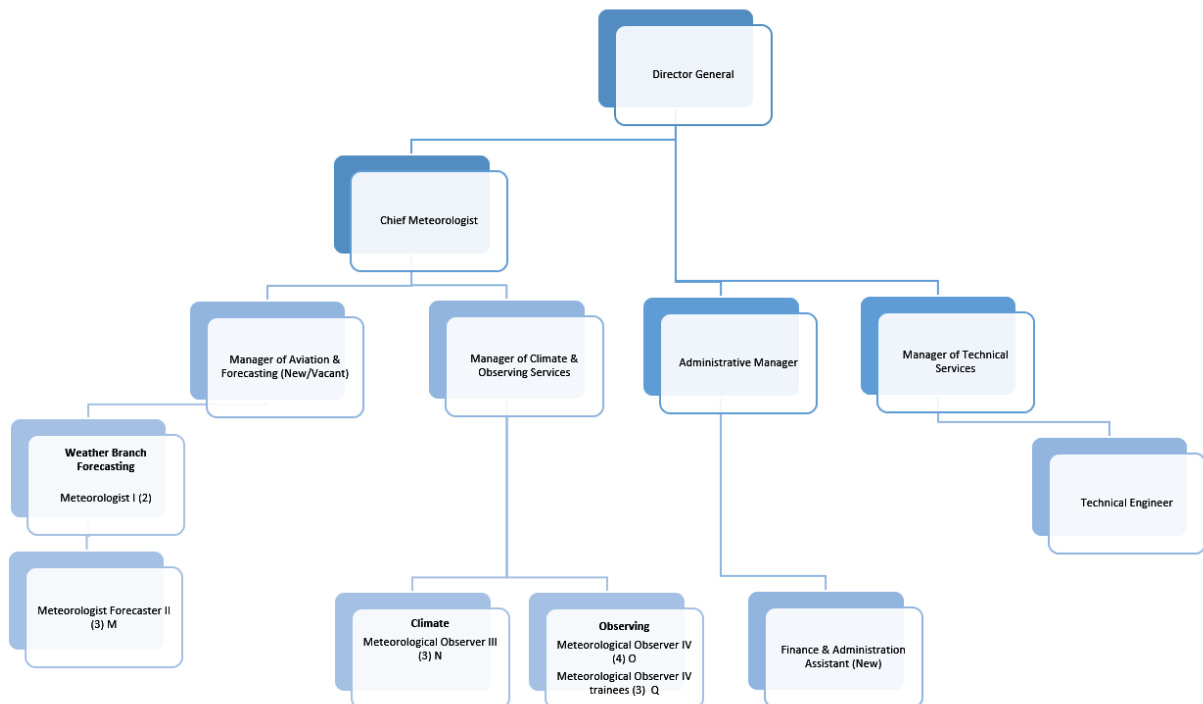
BACKGROUND INFORMATION

The Cayman Islands National Weather Service provides weather, hydrologic, and climate forecasts and warnings for the Cayman Islands. The CINWS falls under the ambit of the Cabinet Office.

Meteorology affects every aspect of human endeavor but is especially critical to the aviation sector, marine sector, disaster management, and the general Public. The Cayman Islands have experienced dramatic increases in air and maritime transport, tourist arrivals, and unprecedented social growth during the past few years, with further future growth and development in all areas foreseen. Therefore, it is imperative for the nation to have a meteorological service with properly trained staff that can meet the demands in various areas of the country's infrastructure for relevant and reliable information.

The MET Forecaster II is the principal forecasting officer for the CINWS. The CINWS operational manual provides guidance for the carrying out of their duties. This officer will also be tasked with providing assistance to section leaders in regards to meeting regulatory requirements and supporting the operation of a particular assigned section.

ORGANISATION CHART



PERSON SPECIFICATION

Essential Knowledge/Experience

- Senior Level Technician qualifications from Caribbean Institute for Meteorology & Hydrology (CIMH) OR;
- Bachelor's Degree in a relevant field with a Basic Instruction Package for Meteorologists (BIP-M) certificate (World Meteorological Organization);
- Minimum of 5 years experience as an Operational Weather Observer;
- Minimum of 1-2 years of Supervisory experience.

Essential Skills

- Public speaking is essential; as such, the individual must be confident to make presentations in various public forums locally and at international meetings. Having a good media presence and working relations with various local media houses is expected.
- Computer literate with experience in Microsoft Office suite skills.
- Supervisory and organizational skills.

Role Competences

- Have deep knowledge of a particular section in order to assist the Director General with meeting the regulations of the section.
- Must demonstrate strengths in people management, teamwork, planning, and prioritizing work.
- Must be adaptable to new approaches, committed to continuous improvement, and able to identify improvements where appropriate.
- Must be able to attend overseas conferences as the official Cayman Islands representative in specialized Meteorology areas.
- Must be able to attend specialized workshops to enhance talents and skills, such as Tropical Desk and Hurricane Center workshops.
- Must effectively liaise with staff at all levels, demonstrating clarity of communication (at both a one-to-one and group level) and an ability to influence and provide direction & advice effectively.

Preferred

- Successfully completed ILM 3 Award in Leadership and Management or similar qualification level.

ASSIGNMENT AND PLANNING OF WORK

The post-holder is directly supervised by the Manager of Aviation and Forecasting Services. Job assignments are developed to ensure compliance with international and local requirements.

Additional work may be assigned, at the discretion of the Chief Meteorologist or Director General, by a section Manager.

Director General approves work schedule and shift times.

SUPERVISION OF OTHERS

The post-holder will be required to supervise junior staff and or Mid-Level Technicians operating on the same shift.

OTHER WORKING RELATIONSHIPS

Internal- Assist a specified section manager as required. Prepare daily weather forecasts and execute verbal pilot briefings.

External- Must maintain good working relationships with a wide variety of societal entities both within and outside the Public Service, including the media.

DECISION-MAKING AUTHORITY AND CONTROLS

The Post Holder has decision making authority within the scope of the principal accountabilities and within the direct supervision of the Director General and Chief Meteorologist. The post holder will have limited decision-making authority, and international and regional standards, and regulations are expected to be adhered to. Consultation with the Director General and/or Chief Meteorologist in cases of changes to regulatory decisions, emergencies or events not specified in the procedural manuals that potentially affect the service's performance must be pursued before any action is taken.

PROBLEMS/KEY FEATURES

The post-holder must be able to function effectively under pressure, especially during severe weather threats. Ability to multi-task and respond to multiple demands while remaining courteous and portraying confidence will reassure the Public and ensure the message delivered is more effective.

Our Islands' infrastructure is highly dependent on the timely dissemination of accurate and reliable weather information for use by tourism, the media, and other areas of our economy. In order to maintain a smooth and timely production of forecasts and other related data, quick problem identification and resolution is a must.

This position requires flexibility as shift work can occur during any time of day or night and can be extended or become irregular during severe weather threats.

Travel to international workshops and conferences can be expected.

WORKING CONDITIONS

The role will have normal office conditions. Additional hours may be required at key times.

Adherence to Cayman Islands Airports Authority safety standards are required.

Required to work shifts and, in an emergency, may be called upon to work additional hours as required.

The workplace is defined as the CINWS' office, but this may vary at the discretion of the Director General.

AGREED BY

Post-holder:

Date:

Line Manager:

Date:

Appointing Officer:

Date: