



JOB PROFILE

Post Title:	Meteorological Scientific and Observations Officer
Portfolio:	Environment, Natural Resources and Planning
Responsible to:	Meteorological Station Manager
Responsible for:	None
Grade:	B

Job Purpose

To improve the lives of all within our community and help the island thrive by assisting in a shared capacity with staff in completing routine meteorological scientific observational monitoring activities, to ensure production and delivery of observational data from this station in line with the UK Meteorological (Met) Office requirements.

Main Duties and Responsibilities

1. Collate Meteorological measurements/readings using equipment supplied by UK Met Office and to the UK standard on a daily basis
2. Observational Operations:-
 - Carry out Radiosonde Sounding operations, including weather balloon filling & launching, as and when required.
 - Monitoring Health & Safety components of the weather balloon filling with hydrogen and during weather balloon launch.
3. Contribute towards improving Station operations in line with SHG / UK Met Office requirements by ensuring there is crucial data collection
4. Analyse observational data to establish the characteristics of existing observing network/systems and submit to the UK Met Office on a daily basis, including the submission of climatic reports within set deadlines which filters into the Global Climate Observational System (GCOS).
5. Supporting ENRP with Island wide weather data analysis (localised interpretation) by collating the data captured at key locations across the island, this includes any physical maintenance of the instruments.
6. Provide meteorological reports/summaries to a variety of organisations i.e. St Helena National Trust, media, police, Connect St Helena and any other requests from key stakeholders.
7. Liaise and assist the UK Met Office Aeronautical Forecaster at St Helena Airport for the provision of data for airport operations and for the enhancement of the Public Weather Forecast (PWS). This includes having input into the PWS via supplying local knowledge



JOB PROFILE

or assisting with the format of the Public Press releases, in particular during extreme weather conditions, in the absence of the Station Manager.

8. Liaise with air traffic control at St Helena Airport for the safe release of weather balloons during airport operations.
9. Undertake any additional tasks as directed by the Station Manager including being the first point of contact for any public enquiries relating to station operations.
10. Support the Station Manager to ensure the consumable store holdings are adequately stocked including collecting and clearing customs for any freighted goods the Station receives.
11. Assist the Station Manager in activities that ensure that the Station operates efficiently including being responsible for submitting critical monthly climate reports in the Managers absence.
12. Assist the Station Technical Manager in activities that contribute towards efficient Station operation including; assisting with matters relating to sensitive equipment from other organisations e.g. NASA and French Space Agency. Support the Technical Manager in equipment installation, maintenance and fault finding.
13. Undertake routine cleaning and minor maintenance of the Station i.e. painting, hedge trimming and grass cutting, ensuring all areas are maintained to a high standard of cleanliness and orderliness.
14. Ensure Health and Safety procedures are strictly adhered to within the Station, especially when operating the hydrogen filled weather balloon.
15. Promoting work by liaising with and inform interested individuals of the work conducted at the station, through public engagement i.e. tourism, schools and all others.

Special Conditions

1. High risk elements associated with working with, in and around the use of hydrogen.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework



JOB PROFILE

Competency	Level
Professional Development: N/A	(i)
Planning & Delivery of Work: Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.	(ii)
Analysis and use of Information: Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.	(ii)
Decision Making: Ability to act on own initiative and confident in making decisions within policy guidelines.	(ii)
Working with Others: Offers support to colleagues without being asked. Asks for support from colleagues when necessary. Raises difficult issues with others in order to resolve them.	(ii)
Communication: Good oral and written communication and ability to record factual information accurately.	(ii)
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	(ii)
Dealing with Change: Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.	(ii)
Continuous Improvement: Willing to learn and develop in job role.	(i)
Managing Resources: N/A.	(i)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE in English, Maths and Science at Grade C or above or equivalent qualification	E	√	
Undertake Certified UK Met Office Training which includes training in the use of hydrogen filled weather balloon and Met Operations	E	√	
Knowledge & Experience:			
Knowledge of the basics of meteorology, hydrology and climatology and the key physical processes involved in producing common meteorological phenomena	E		√
Knowledge of the causes and impacts of common types of severe weather	E		√
Knowledge of the range of meteorological services provided, and the identity of the key users, and the way in which user requirements are established and documented	E		√
Experience of working in meteorological operations with knowledge of the principals behind the data measurements and how the data is handled	E	√	√
Skills and Abilities:			
Statistical analysis	E	√	√
Analysis of information	E	√	√
Computer literate to use Met software for data collection, or equivalent	E	√	√
Ability to produce accurate and clear written communication	E		√
Self-motivated	E		√
Effective team player	E		√
Ability to apply objective judgement	E		√
Responsive to change	E		√
Ability to learn new operating systems, including communication, learning and understanding new operating systems installed by the UK Met Office.	E		√
Ability to maintain and develop the required underpinning knowledge and skills about weather, water and climate	E		√



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Other:			
Willingness to work flexibly – some evening work may be required.	E	√	√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	√	√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	√	√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Not applicable