



**MINISTRY OF TRANSPORT
GOVERNMENT OF THE COOK ISLANDS**

PO Box 61 Rarotonga Cook Islands Phone (682) 28 810 Fax (682) 288 16

POSITION SUMMARY

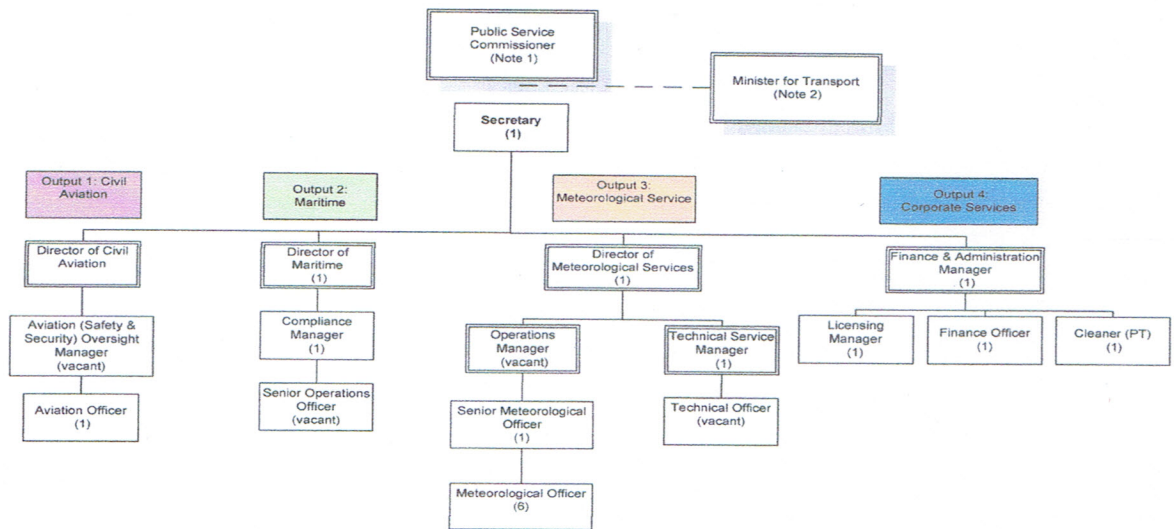
Job Title:	Meteorological Officer
Division:	Meteorological Service
Responsible To:	Senior Meteorological Officer
Responsible For:	None
Job Purpose:	To monitor and report on weather phenomena that can contribute to the safety of property and lives.
Job Classification:	Function – Service Delivery Jobwise Code (S1-S6; O1-O6; T1-T7; L1-L9) [Inserted after evaluation exercise]
Date updated:	

AGENCY VISION

“To be “**A COMPETENT, FAIR AND TRUSTED TRANSPORT REGULATORY AUTHORITY**” that focuses on improving and strengthening the mandate of the Ministry’s responsibilities.”

ORGANISATIONAL STAFFING STRUCTURE

Ministry of Transport Organisation Structure
Dated: 17 December 2015



Total FTE: 16
Total Unique Positions: 17
Total Positions: 22
Vacant Position: 4

Note 1:
Commissioner responsible for
Employment
Functions
Governance
Performance Management
Administration

Note 2:
Minister responsible for
Budget
Policy Directives
Advice


 Approval and Sign by
 Public Service Commissioner

KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA 1: Monitoring of weather phenomena on Rarotonga</p> <ul style="list-style-type: none"> • Observe status of weather and report in Fieldbooks • Encode reports in WMO format for regular and non-regular periods onto appropriate forms • Provide special reports when certain criteria are met • Transmit reports to clients on GTS and Internet • Quality Control new data and update forms • Update CLIDE of these reports <p>(List key 4-6 key tasks under each KRA)</p>	<p>List performance indicators</p> <ul style="list-style-type: none"> • Updated fieldbooks 801 • Encoded MET352 & MET 359 • Encoded MET354 • Data sent as an e-mail • Appropriate forms are filled • CLIDE Update Report
<p>KRA 2: Monitoring weather phenomena in the O. Islands</p> <ul style="list-style-type: none"> • Receive regular reports from the outer islands • Encode reports in WMO format onto forms • Send reports, including Rarotonga to clients on GTS • Provide special reports when criteria is met • Quality Control new data and update forms • Update CLIDE of these reports 	<ul style="list-style-type: none"> • Observations from outer islands received by staff • Observations coded onto MET359 • Collective reports sent via e-mail, including Raro • Report on MET354 • Quality Control all forms • CLDE Update Report
<p>KRA3: Early Warning Systems</p> <ul style="list-style-type: none"> • Provide weather information to public via media • Issue marine bulletins to sailing vessels via Bluesky • Issue cyclone information warnings to the Cook Is • Issue tsunami information and warnings to the C Is. • Issue northerly winds advisories to the public • Issue wind-shear to aviation when criteria is met 	<ul style="list-style-type: none"> • Media broadcast weather • Issue 2 bulletins daily • Inform CI on cyclones • Inform CI on tsunamis • Inform harbour on advisory • Include WS in METAR
<p>KRA4: Upper Air Balloon Flights</p> <ul style="list-style-type: none"> • Fill balloon with hydrogen gas, using proper attire • Obtain approval for release from CIAA Tower • Ensure that radiosonde is attached and operational onto balloon • Release balloon at approximately 2300UTC • Send part one of flight before 0000UTC on GTS • Send part two of flight as soon as possible after flight termination 	<ul style="list-style-type: none"> • Don on attire and fill balloon • Call ATC on RED PHONE • Activate and attach sonde • Let balloon go with sonde attached • Transmit first pibal data by 2pm • Transmit second pibal data ASAP after termination
<p>KRA5: Aviation Briefing</p> <ul style="list-style-type: none"> • Provide METARS and SPECIS for national aerodromes • Obtain ROFORS and TAFS from Nadi RSMC • Request CIAA ATC for SIGMETS • Refer aviators to aviation products on our Webpage • Ensure that the i-STAR is in operation. Report if not. • Heed to the Exposition of CIMS on Part 174 	<ul style="list-style-type: none"> • Collect METARS & SPECIS for requested aerodromes • Print ROFORS, TAFS • Print SIGMETS if available • Print required products from CIMS Website • Compare METAR/SPECI with i-STAR report • Report any deficiencies
<p>KRA6: Secure and Safe Office</p> <ul style="list-style-type: none"> • Keep office tidy and clean at all times • Security of the office after normal working hours • Official use of government assets for proper outputs • Ensuring that the office is manned at all times • Reporting of unusual activities to Police • Efficiently running the office with minimal expenses 	<ul style="list-style-type: none"> • Sweep, vacuum and mop floors where appropriate • Check on premises for safety • Government assets to remain on premises • Ensure that there is an officer at work at all times • Advise Police of any mishap on the premises

	<ul style="list-style-type: none"> • Securing office for safety and turning off unnecessary lights
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WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	The multi-tasking of duties when certain criteria are met or when an emergency arise.
2	The demand of meeting deadlines while required to provide information to the community and stakeholders in a timely manner.
3	A very high level of judgement required to initiate a national meteorological warning for the Cook Islands based on the criteria and observations within the guidelines and Standard Operational Procedures
4	

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

Financial	NO
Staff	NO
Contractual	NO

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal	Nature of Contact	External	Nature of Contact
Senior Meteorological Officer	Medium Discussion on staff movement, work performance, and updates in the agency and other stakeholders	<p>Cook Islands Govt Agencies – EMCI, Police, DPM, Agriculture.</p> <p>Aviation Industry – Domestic/International airlines.</p> <p>Maritime Industry – Local Fishermen, Inter-Island Shipping, International shipping industry.</p> <p>General Public – Research institutes, construction contractors</p> <p>Tourism Industry.</p> <p>Media.</p>	<p>Routine Provision of severe weather warnings, information exchange and enquiries.</p> <p>Routine Provision of weather products and services for the safety operation of the proprietors.</p> <p>Routine Provision of weather products and services for the safety operation of the proprietors.</p> <p>Routine Provision of information for decision making and critical information for safety purposes.</p> <p>Routine Provision of weather products and information for decision making.</p> <p>Routine Provision of weather information through radio, television & newspapers.</p>

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> Cook Islands NCEA 5 	<ul style="list-style-type: none"> Cook Islands NCEA 6 Aviation Meteorological Observer

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
Two years	Three years

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	Fully conversant with all applications of skill/knowledge in a range of environments/ would be recognised by others as expert in this skill/knowledge could be expected to train others in this skill.
Advanced	Thorough understanding of skill/knowledge and is able to pass on skills in this area/recognised by colleagues as having proven skill/knowledge in this area.
Working	Sufficient skill to apply in day to day operations in a fluctuating environment/ does not require supervision for routine tasks.
Awareness	Limited understanding of skill and knowledge area. Sufficient in order to perform basic tasks.

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved: 

HoM/Manager



Date

Employee

Date