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| **Application Form – Principal Meteorological Officer**  **Met Éireann** |

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| Section 1 – Personal Details |

You must ensure that all sections of this application form are completed in full.

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| Name |  |
| **E-mail\*** |  |
| **Telephone** |  |

\*Note: All correspondence relating to this competition will issue by email.

Applicants should provide an email address at which they can be contacted for the duration of the competition

Please indicate which role(s) you wish to apply for:

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| Title(s) of Role(s)/Post(s) Applied For | Please indicate by (X) |
| ICT Network Manager |  |
| ICT Security Manager |  |
| Aviation Services |  |
| Weather & Climate Services |  |
| Observations Division |  |
| Communications |  |

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| **First Name:** |  |  |  | **Surname:** |  |  |

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| Section 2 – Professional Qualifications |

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| **Full title of Qualifications held**  **and date obtained** | **Grade obtained (e.g. 1, 2.1, 2.2, Pass, etc.)** | **Subject(s) taken in final examination** | **University, College or Examining Authority** |
| **Year obtained:** |  |  |  |
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| **First Name:** |  |  |  | **Surname:** |  |  |

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| Section 3 – Employment Record |

Give below, in date order (starting with your current employer), full particulars of all employment (including any periods of unemployment) between the date of leaving school or college and the present date. No period

between these dates should be unaccounted for. If it is necessary to continue on a separate sheet, please

set the information out in the same manner as below.

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| **Dates** | | | **Title of post held, short description of duties, salary, etc.** | **Name and address of employer** |
| **Period in months** | **From** | To |
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| **First Name:** |  |  |  |  | **Surname:** |  |  |

**EMPLOYMENT RECORD Continued:**

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| **Dates** | | | **Title of post held,**  **short description of duties, salary, etc.** | **Name and address of employer** |
| **Period in months** | **From** | To |
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| **First Name:** |  |  |  | **Surname:** |  |  |

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| Section 4 – Competencies & Supplementary Questions |

In this section you are asked to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary. The skills and abilities are indicated in the headings of questions on the following pages.

For each heading you are given a description of a skill or ability. You are then asked to describe a situation, from your own experience, which you think is the best example of what you have done to demonstrate or provide evidence of this skill or ability. It is essential that you describe how you demonstrate the skill or quality in question.

The information you provide will form part of the short listing process, where necessary, and may also be used to help structure your interview, if you are invited to one. Therefore, compose your replies carefully and try to structure what you write so that you give specific information about what you have done - for example, do not simply say that "X was successful", describe exactly what you did and how you demonstrated the skill or quality in question. Please try not to exceed the space provided in the boxes.

For each of your examples, you must structure your answers so as to include the following:

(a) the nature of the task, problem or objective;

(b) what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date);

(c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please do not use the same example to illustrate your answer to more than 2 questions.

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| Competencies |

For each of the areas below, briefly highlight specific key achievements, contributions or expertise you have developed which demonstrate your suitability to meet the challenges of Principal Metrological Officer, having regard to the role and the requirements of the role as set out in the Information Booklet.

Please provide an example which you feel best demonstrates your capacity in the competency described below. Please refer to the Competencies document for further information on the competencies for this role.

Please limit each answer to 500 words.

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| Leadership |
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| **First Name:** |  |  |  | **Surname:** |  |  |

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| Judgement, Analysis and Decision Making |
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| **First Name:** |  |  |  | **Surname:** |  |  |

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| Management and Delivery of Results |
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| **First Name:** |  |  |  | **Surname:** |  |  |

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| Interpersonal & Communication Skills |
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| Specialist Knowledge, Expertise and Self Development | | | | | | | |
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| **First Name:** |  |  |  | **Surname:** |  |  |

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| Section 5 – Supplementary Questions for each PMO post |

Please answer the following questions for each of the post(s) you are applying for.

Answers must be limited to 500 words.

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| Post 1: Principal Meteorological Officer – ICT Network Manager | | | | | | |
| **Question**:  Please provide an overview of your skills and experiences relevant to the role of ICT Network Manager in Met Éireann.  **Answer**: | | | | | | |
| **First Name:** |  |  |  | **Surname:** |  |  |

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| Post 2: Principal Meteorological Officer – ICT Security Manager |
| **Question:**  Please provide an overview of your skills and experiences relevant the role of ICT Security Manager in Met Éireann  **Answer:** |

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| **First Name:** |  |  |  | **Surname:** |  |  |

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| Post 3: Principal Meteorological Officer – Aviation Services |
| **Question**:  Please outline your relevant experience in successfully implementing projects relevant to an operational context.    **Answer**: |

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| **First Name:** |  |  |  | **Surname:** |  |  |

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| Post 4: Principal Meteorological Officer – Weather & Climate Services |
| **Question:**  Provide details of your experience managing within the operational environment including the production and delivery of services.  Please highlight any relevant experience in Weather and Climate Services in that context.  **Answer:** |

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| Post 5: Principal Meteorological Officer – Observations Division | | | | | | | |
| **Question**:  Please outline your relevant experience in managing operational systems in a technical or scientific field including maintenance and lifecycle management.  **Answer**: | | | | | | | |
| **First Name:** |  |  |  | **Surname:** |  |  |

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| Post 6: Principal Meteorological Officer – Communications |
| **Question:**  Please provide an overview of your skills and experiences relevant to working within the Communications Unit in Met Éireann:  **Answer:** |

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| **First Name:** |  |  |  | **Surname:** |  |  |

5. Please list 2 referees

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| **Reference 1**   |  |  | | --- | --- | | **Name** |  | | **Job Title** |  | | **Company** |  | | **Address** |  | | **Phone** |  | | **Email** |  | |

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| **Reference 2**   |  |  | | --- | --- | | **Name** |  | | **Job Title** |  | | **Company** |  | | **Address** |  | | **Phone** |  | | **Email** |  | |

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| **First Name:** |  |  |  | **Surname:** |  |  |

Before you return the form please ensure that you have completed all sections of the declaration below.

The onus is on candidates to establish eligibility in this application form.

Misstatements or canvassing will render an applicant liable to disqualification.

The personal data supplied by you on this application form will be stored on computer and will be used only for the purposes registered under the Data Protection Acts, 1988 and 2003.

I hereby declare that I fulfil all the requirements, that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to

Met Éireann for that purpose.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_