

APPENDIX 1

COMPETENCY FRAMEWORK FOR SENIOR METEOROLOGICAL OFFICERS (SMO)

ANALYSIS AND PROBLEM SOLVING

Senior Meteorological Officers need to be able to gather, analyse and interpret information from relevant sources, weighing up a range of critical factors. SMOs must have confidence in their own ability to complete a task. They must be able to source all relevant information and conduct an in-depth review, draw conclusions backed up with available evidence and makes appropriate recommendations on an issue. They must be able to develop their own knowledge and potential through consistent review and updating.

COMMITMENT TO QUALITY RESULTS

A Senior Meteorological Officer needs to have drive and commitment in the effective planning and execution of projects. An SMO needs to show a high level of confidence in his/her own ability to complete a task with the involvement of relevant stakeholders. They should have the ability to set realistic targets to ensure quality outcomes and to measure and monitor progress. An SMO should have a strong desire to help or serve customers and needs to focus efforts on discovering and meeting customer needs and on delivering results.

DECISION MAKING AND JUDGEMENT

A Senior Meteorological Officer needs to evaluate results and outcomes and to make informed decisions or judgements about situations or issues where a course of action is needed. An SMO understands a complex problem or situation and takes a solution focused and creative approach to dealing with it. An SMO takes on responsibility for challenging tasks, identifying and overcoming difficulties and recognising opportunities to make improvements when they arise.

COMMUNICATING AND INFLUENCING

A Senior Meteorological Officer needs to have the ability to communicate effectively with others in a manner that conveys the key message, is appropriate to the audience and uses the appropriate medium. An SMO needs to have the ability to develop and maintain a network of contacts through a personalised approach and to use this to influence people and situations while recognising the social and political implications. An SMO needs to demonstrate a customer-oriented approach in communications, displaying diplomacy and courtesy when interacting with others even in difficult situations.

FLEXIBILITY AND CHANGE ORIENTATION

A Senior Meteorological Officer must show initiative, demonstrate enthusiasm for new developments or changing work practices and strive to implement these changes effectively. The SMO needs to work well and cooperate with others as part of a team and to delegate tasks, as appropriate to ensure smooth transitions to new work practices.

SPECIALIST KNOWLEDGE, EXPERTISE & SELF DEVELOPMENT

A Senior Meteorological Officer must have a clear understanding of the role, objectives and targets and how they fit into the work of the Organisation and effectively communicate this to others. The SMO needs a high level of expertise and knowledge relevant to his/her area of work. An SMO focuses on self-development and strives to improve performances.