

Call for Applications for the position of the Documentation Officer in ACCORD

After some 30 years of cooperation, the ALADIN, LACE and HIRLAM Numerical Weather Prediction Consortia decided to reinforce their collaboration. At the end of 2020, twenty-six European National Meteorological Services thus became Members of a new single Consortium ACCORD, under this **Memorandum of Understanding – MoU** - (<http://www.accord-nwp.org/?ACCORD-MoU-2021-2025>) covering the period 2021-2025.

The Members have adopted an ambitious **2021-2025 Strategy** (<http://www.accord-nwp.org/?Strategy-2021-2025> – **Strategy document**) outlining their objectives in meteorological and computer science for this time period. The outcome of this Strategy is reflected in the yearly updated **Rolling Work Plan - RWP2023** (http://www.accord-nwp.org/IMG/pdf/rwp2023_adopted.pdf).

A core activity of ACCORD is the development of common codes in order to support **world-leading operational NWP suites** operated by the Members, **with a priority on high resolution (from kilometric to hectometric grid size) and short-range (including nowcasting suites)**. Another priority of the Strategy is to **further increase the interoperability and portability of the codes**. The codes are currently grouped in three “Canonical System Configurations” (CSC AROME, ALARO and HARMONIE-AROME), and full interoperability is only achieved inside the CSCs. The Consortium is striving to increase interoperability across the CSCs while fostering more and more scientific innovation transversal to the CSC definition, in order to achieve its long term goals. It also works to make the codes portable on various computer architectures, in order to cope with the rapid evolution of HPC systems and encourage maximum competition in procurements of the Members.

To coordinate the work and deliver the objectives of the Strategy, the Consortium has defined a Management Group composed of:

- the Programme Manager (the “PM”)
- the 3 CSC Leaders
- the Integration Leader
- 8 Area Leaders (“AL”): the general Terms of Reference of the Area Leader positions in ACCORD are provided in the MoU
- Support Team functions initially defined by:
 - the Consortium Scientific Secretary (“CSS”)
 - the Coordinator of Network Activities (“CNA”)

The current layout and staffing of the ACCORD Management Group (ACCORD/MG) can be found on the consortium website (<http://www.accord-nwp.org/?Management>).

Job description of the Documentation Officer (DO)

Rationale

The elaboration and organization of model documentation is an essential effort in the sharing of information and knowledge across a large community like the one of ACCORD, and for the benefit of all Members. Furthermore, the ACCORD/MG has identified *documentation* as a specific matter of interest in the context of the “*R2O/O2R white paper*”, as progress on creating and organizing technical and practical documentation will improve the research-to-implementation steps.

In the white paper, MG identified five levels of documentation: (1) close to the codes and to the code commits, (2) scientific-technical documentation to explain the use of a specific piece of code, (3) practical guides (namelist documentation, validity ranges of parameters, how-to guides for using specific model versions or ancillary codes), (4) documentation about meteorological validation, (5) scientific peer-reviewed papers. Efforts promoted within the white paper give rise to new needs of organizing documentation at ACCORD level (such as organizing user feedback, in relation with Meteorological Quality Assurance).

While the actual elaboration of pieces of documentation is a task of the scientists and the project staff in general, the need to have a dedicated person (position) for organizing documentation at ACCORD level has progressively emerged. The present proposal is describing the tasks and the position of such a person, named the “Documentation Officer”. In this context, “documentation” is to be understood mostly as for *inside* the consortium. Some level of support by the DO, in relation to preparing communication and publication material for *outside* ACCORD, is however also proposed.

Tasks of the DO

The DO will work in close collaboration with the ACCORD/PM (Programme Manager), the CSS (Consortium Scientific Secretary) and the members of the MG (Management Group). Collaboration with other partners, close to the ACCORD codes, will be needed, such as ECMWF and Météo-France (resp. for IFS and Arpege-related material and documentation working practices).

The tasks of the DO are detailed as follows:

1. organization of existing and new documentation:
 - 1.1. propose tools for storing, maintaining and making available documentation. One or several tools might be proposed, depending for instance on,
 - 1.1.1. the expected duration of storage, or the expected duration of validity of the information contained in a document,
 - 1.1.2. the expected frequency of access (and by whom),
 - 1.1.3. some documentation might be associated with additional data such as model output files or observational data sets,
 - 1.1.4. the need (or not) for version control of the documents.
 - 1.2. provide support to the maintenance of the documentation accessible in the ACCORD wiki. Other tools for organizing documentation could be considered (see previous bullet) as relevant. It is expected that the current technical choice for the ACCORD wiki will be revisited, and the DO is expected to provide support to migrating material from the current wiki to the new solution.

2. support to the elaboration of new documentation:
 - 2.1. help in evaluating the needs for creating new documentation, either in complement to existing material or regarding new features hardly documented so far,
 - 2.2. help in drafting a roadmap of redaction tasks,
 - 2.3. be proactive in monitoring the status and progress of the redaction tasks by the project staff, be proactive on getting their feedback,
 - 2.4. propose templates when necessary.
3. support to the maintenance of an inventory of the documentary funds associated with the ACCORD models, including the link with the documentation on IFS (ECMWF) and on Arpege (Météo-France).
4. support to the organization of documentation required by specific management activity in the consortium, as coordinated by MG (as an example, help in organizing the documentary archive expected to appear with organizing user feedback at ACCORD level).
5. participate in the efforts in order to strengthen knowledge transfer, consolidate documentation, and establish efficient communication channels on these aspects within the ACCORD community.
6. provide support to the ACCORD/CSS on the elaboration of the consortium Newsletter, and on documentation hosted in the consortium website.
7. provide support to the PM or to MG members on the elaboration of communication and publication material regarding the ACCORD consortium.

Position in ACCORD

The DO will be a member of the Support Team and the position is estimated to be an average 50% full time (0.5 FTE) per year. This proportion may vary with time, and is expected to be rather significant at the beginning and/or to overall increase with time. The DO will be employed by an ACCORD Institute.

Required expertise and ability

- good knowledge of the main editing software used in scientific editing (such as Latex, Microsoft Office, LibreOffice or OpenOffice, Google shared documents, handling of PDF-formatted files)
- good knowledge of web interface software and language, as well as good knowledge of web tools and web content management systems
- good knowledge of collaborative platforms, such as Confluence or Redmine, and GIT-based tools (github)
- good knowledge of one or several tools for creating graphical displays or plots would be an advantage

- a high sense of organization for personal work
- good skills in communication with persons from various cultural background

- team spirit
- autonomy in analyzing and proposing specific solutions to technical problems in link with editing or organizing documentation and data; appetite to explore alternative software solutions, based on a clear rationale (why is a new solution needed ?)
- very good knowledge of spoken and written English; some basic knowledge of written French would be nice to have (for the understanding of the French part of the Arpege documentation)

The opening of the Documentation Officer position and how to apply

The ACCORD Assembly on 26 June 2023 approved to open the position of the Documentation Officer within the ACCORD consortium following the Terms of Reference (ToR) detailed above. The present Call has therefore been issued on Thursday 3 August. Applications are expected to arrive by emailing to the Programme Manager (pm@accord-nwp.org) and the Consortium Scientific Secretary (css@accord-nwp.org) **by Friday 6 October 2023** (included).

Applications should include the following material:

- a letter of motivation
- a CV
- a letter of support by your Institute

To be eligible, a candidate must be already employed by an ACCORD Institute or show a commitment that he/she will be employed by one if selected, his/her application must be supported by an ACCORD Institute and a good knowledge of English is required.

For any further questions, please contact the PM Claude Fischer (pm@accord-nwp.org).

The candidates will be interviewed by a selection committee composed of the PM, the CSS and members of the ACCORD MG. The selection panel will rank the applications, taking into account the way the function is proposed to be fulfilled, the level of expertise, the interpersonal skills of candidates, the motivation of the Applicant(s) with respect to the strategic goals and ToRs of the DO function. The interviews will be organized in October.

The final appointment of the Documentation Officer position will be done by the Assembly.