

NOAA Leadership Competencies Development Program

LCDP DEVELOPMENTAL ASSIGNMENT FORM

(Data provided will be loaded on the LCDP website to be used by the program participants.)

Details of Developmental Assignment

1. **Title of Assignment:** Communications Team Lead
2. **Level of Responsibility:** ZA-IV
3. **Host Office:** NOAA Satellite and Information Service, Office of the Assistant Administrator
4. **Timeframe:** This is the position of another LCDP candidate. The timeframe and duration would ideally coincide with corresponding detail of that candidate – though we are flexible to meet the needs of the detailee.
5. **Assignment Description** (include goals/objectives/expected outcomes):
How does NOAA translate scientific information so that the public can understand it? How do you internally coordinate key messages on a major press issue? Want to manage a team of communication professionals? Then this detail is for you!
 - Learn to lead a 9-person matrixed communication team covering outreach, education, graphics and visualizations, and correspondence/technical writing. Lead team in developing and implementing fiscal year communication plan aimed at helping the organization communicate its products and services more effectively and easily. We are in the process of expanding the team to include representatives from all our offices and centers – so the team will be expanding to approximately 18 people.
 - Work with Chief of Staff and media and legislative affairs liaisons on developing strategic communication plans and writing key messages for major acquisition issues of interest to the Hill.
 - Serve as the focal point on communication issues from developing speeches to writing internal communications.
 - Serve as the NESDIS representative to the NOAA Communications Committee – part of the NOAA Office of Communications.
 - Lead special communications-related projects for the Chief of Staff.
 - We are flexible and willing to consider ways to tailor this detail to meet the needs of the LCDPer.

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6. **Potential Benefit to LCDP Participant** (e.g., leadership competencies/skills to be used - see list of OPM leadership competencies at www.opm.gov/ses/define.html):
Key leadership competencies used in this position will be strategic thinking, oral communication, written communication, team building, flexibility, external awareness, and customer service.
7. **Any other considerations, special requirements or comments:** Good writing skills and experience working on written communication products.
8. **Assignment Supervisor:**
Charles Wooldridge, NOAA Satellite and Information Service Chief of Staff
9. **Assignment Contact Person** (name and email address):
Charles Wooldridge, NOAA Satellite and Information Service Chief of Staff
(chuck.wooldridge@noaa.gov)
or
Katy Vincent, NOAA Satellite and Information Service Communications Team Lead
(katy.vincent@noaa.gov)

Please send completed form to LCDP.ProgramManager@noaa.gov.

Thank you!