



**Infrastructure Cook Islands
GOVERNMENT OF THE COOK ISLANDS**

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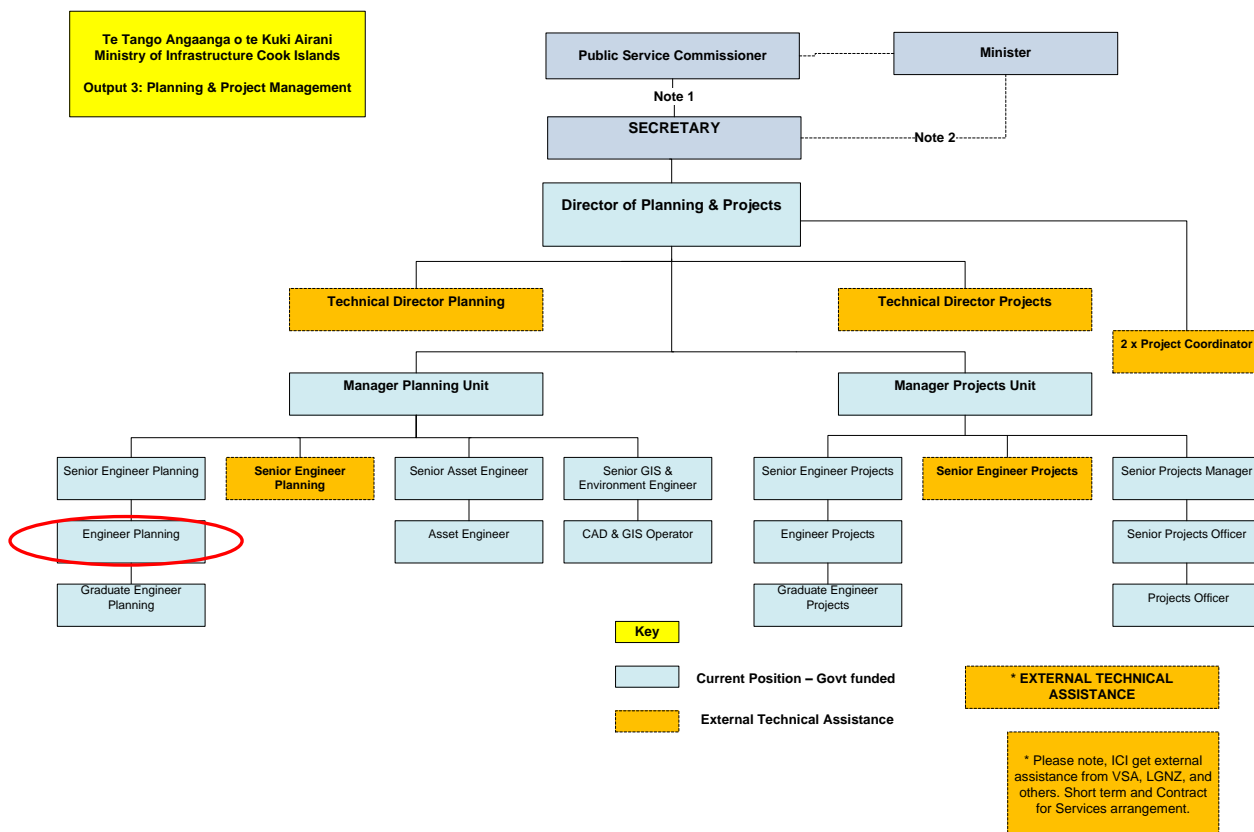
POSITION SUMMARY

| | |
|----------------------------|---|
| Job Title: | Engineer Planning |
| Division: | Planning & Projects |
| Responsible To: | Senior Engineer Planning |
| Responsible For: | 1 x FTE |
| Job Purpose: | Provide strategic planning and programming support for the development of infrastructure capital projects. Provide support in the management of development proposals and outputs in relation to development standards and impact of proposals on infrastructure. |
| Job Classification: | Service Delivery |
| Job Band: | G |
| Date updated: | May 2020 |

AGENCY VISION

Infrastructures Cook Islands overarching vision is; **“Driving our Infrastructure for Better Quality of Life”**. Our mission is to “Lead our Infrastructure development to grow the economy, improve livelihoods and build resilience”.

ORGANISATIONAL STAFFING STRUCTURE



Key

□ Current Position – Govt funded

■ External Technical Assistance

*** EXTERNAL TECHNICAL ASSISTANCE**

* Please note, ICI get external assistance from VSA, LGNZ, and others. Short term and Contract for Services arrangement.

KEY RESULT AREAS (KRA'S)/OUTPUTS

| KRAs for this position (maximum of 6) | Key Performance Indicators (use SMART principles) |
|---|--|
| <p>KRA 1: Acquisition of Data and Information</p> <ul style="list-style-type: none"> • Conduct investigations, feasibility studies and assessments to assist in development of projects • Collate and compile existing data for analysis and application into the relevant technical design and budgeting processes • Liaise and consult with project stakeholders to provide project data and inputs. • Contribute to the data acquisition required for infrastructure planning and delivering • Assist with the preparation of Six-monthly, annual and project reporting | <ul style="list-style-type: none"> • Data readily available and collated to enable project identification and development be carried out • Data readily available and collated to enable inputs and comment on development proposals • Reports are prepared in a timely manner |
| <p>KRA 2: Infrastructure Project Documentation</p> <ul style="list-style-type: none"> • Coordinate project concept notes including initial technical interventions, stakeholder and environmental inputs, specifications • Manage the prioritisation of infrastructure projects in conjunction with wider government and infrastructure committee • Prepare project cost estimates for budgeting • Provide assistance for the preparation of infrastructure capital project proposals for funding and resourcing | <ul style="list-style-type: none"> • Project documentation completed in a timely manner and according to planned timelines • Prioritisation of projects and forward planning and budgeting |
| <p>KRA 3: Infrastructure Projects Strategic Planning and Programming</p> <ul style="list-style-type: none"> • Provide advice and assistance to ensure that all project proposals are aligned to the Cook Islands NSDP and the Cook Islands NIIP • Provide advice and assistance to ensure that projects are programmed and prioritised according to short term, medium term and long term requirements, taking account of conflicting needs and drivers. • Provide advice and assistance to ensure that all planned project proposals reflect the respective stakeholder's inputs. • Maintain requirements relating to land and access for projects as part of the project planning. | <ul style="list-style-type: none"> • The planning and programming of infrastructure projects are aligned with National priorities • There is a clear map for infrastructure development projects available for consultation by stakeholders • Key aspects of the projects such as land and access are address during project delivery |
| <p>KRA 4: Development Engineering</p> <ul style="list-style-type: none"> • Assist with the management of ICI's responsibilities under the Infrastructure Act in relation to impacts of private and public development on infrastructure | <ul style="list-style-type: none"> • Development proposals and outputs in relation to development standards and |

| | |
|---|--|
| <ul style="list-style-type: none"> Review development proposals and provide outputs in relation to development standards and impact of the proposal on infrastructure Assist with the development of the process for ICI's input into survey, permitting and consent processes | <p>impact of proposals on infrastructure are managed</p> |
| <p>KRA 5: Leadership and Direction</p> <ul style="list-style-type: none"> Contribute to and enable a team environment that develops effective staffing relationships and work performance Fosters staff development and provide capacity building to division staff including knowledge and technical skill transfer Assist Managers with preparation of Six-monthly, annual and project reporting Provide advice to improve business processes including innovative solutions to improve client service and business delivery | <ul style="list-style-type: none"> Sustainable operation of the Planning Unit and Planning and Projects division is supported |
| <p>KRA 6: Self-Management and Continuous Improvement</p> <ul style="list-style-type: none"> Demonstrate self-management and continuous improvement in work performance and personal development Identify and manage critical issues and risks and ensure they are effectively addressed | <ul style="list-style-type: none"> Personal development and continuous improvement in work performance is evident Critical issues and risks are identified and managed |

WORK COMPLEXITY

| | |
|--|--|
| <i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i> | |
| 1 | Logistics, technical investigations, assessments and collection of data on Rarotonga and the Pa Enea |
| 2 | Identification, mitigation and management of associated Risk, to protect the community and conserve the environment. |
| 3 | Technical review of development proposals and application of relevant technical standards |
| 4 | Project site inspection, reporting and long term monitoring. |

AUTHORITY

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

| | |
|--------------------|-----|
| Financial | No |
| Staff | Yes |
| 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 |
|---|--|---|--|
| Secretary, Director of Planning & Projects | Medium Project updates and reporting | Contractors, Consultants | Promoting Regular discussions and contact |
| Manager Planning Unit, Manager Project Unit, Engineering staff and other divisional staff | Heavy Project updates and reporting | Government agencies, Pa Enuva, Island Governments | Routine Compliance with statutory requirements, design and engineering collaboration |
| Other ICI Staff | Light Project updates and reporting | | |

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) |
|--|---|
| Bachelors' Degree in Civil Engineering | Bachelor of Engineering & Environment (Civil) |

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) |
|---|---|
| 5 - 6 years of experience in civil engineering projects | Over 10 years of experience working on civil engineering projects |

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

| Level of ability required for the job | |
|---------------------------------------|--|
| Expert | <ul style="list-style-type: none"> Implements clear strategies to deliver Project identification and planning, Sets clear expectations, monitors, evaluates and reports on project planning performance. Communicates clearly, actively listens, responds respectfully Competent in the area of Infrastructure Project Management Takes ownership and accepts responsibility for decisions or actions |
| Advanced | <ul style="list-style-type: none"> Strong analytical skills and thorough understanding of public sector priorities and challenges Sets challenging goals for self and others, reviews performance and adapts as required Is decisive and takes action at the opportune time Models dedication to high performance and ethical behaviour Committed to the provision of quality services and takes note of public interest Builds and nurtures effective and collaborative relationships to solve issues and develop better work processes |

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|------------------|---|
| | <ul style="list-style-type: none"> • Understands strategic and operational planning and the coordination of people and resources to achieve these |
| Working | <ul style="list-style-type: none"> • Proficient written and oral communication skills in English and Cook Islands Maori • Engages staff and stakeholders to gather ideas and provide input • Plans and strategies to achieve targets and adapts to changing circumstances • Able to think laterally and exercise sound judgement • Identifies opportunities for innovation and improvement • Able to collate facts/information and produce reports • Able to manage limited resources • Able to work both independently and cooperatively • Able to handle confidential and sensitive information • High level of accuracy, initiative, creativity and accountability |
| Awareness | <ul style="list-style-type: none"> • Awareness of the CIGOV-FPPM Procedures • Understands the Public Sector planning, budgeting and performance management framework • Understands the unique Cook Islands context • Awareness of health and safety factors, office procedures and protocols |

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