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Infrastructure Cook Islands
GOVERNMENT OF THE COOK ISLANDS

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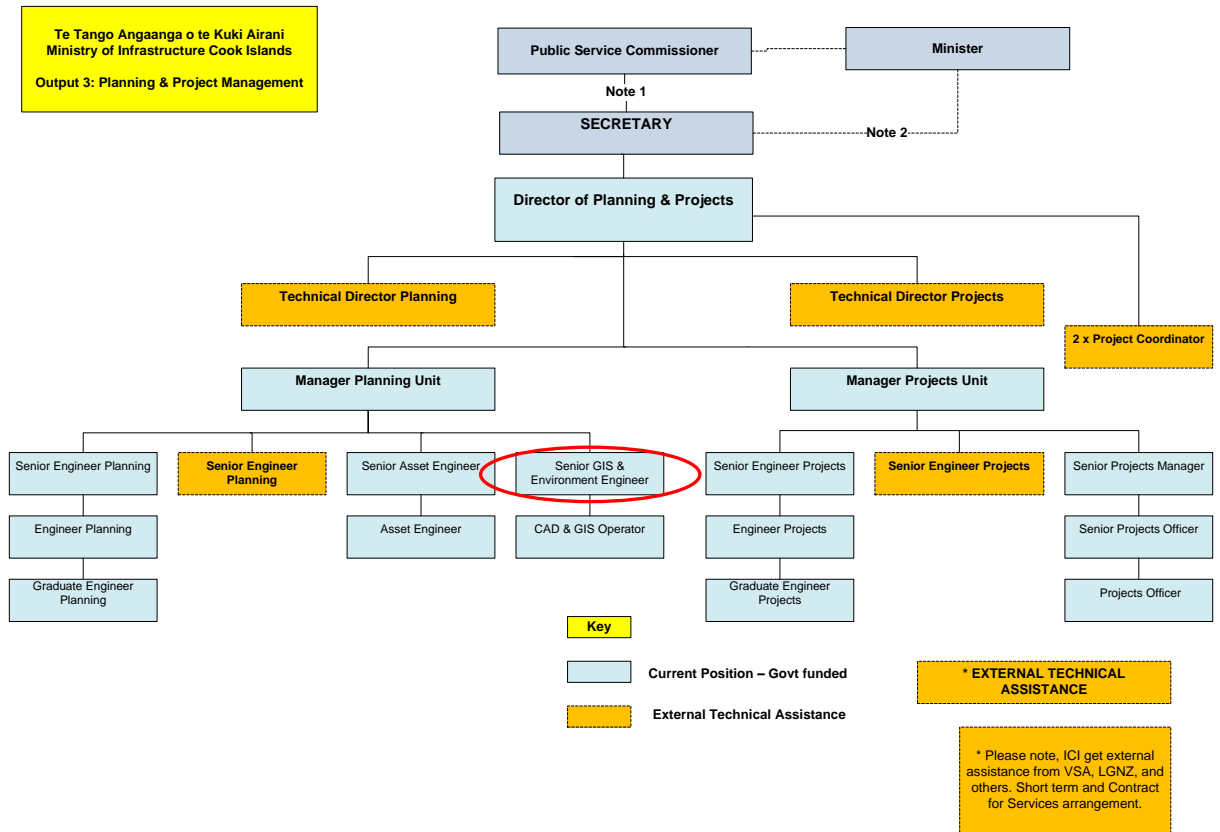
POSITION SUMMARY

Job Title:	Senior GIS & Environment Engineer
Division:	Planning & Projects
Responsible To:	Manager Planning Unit
Responsible For:	CAD & GIS Operator
Job Purpose:	The development and management of ICI Computer Aided Drawings (CAD); ICI technical drawing standards and procedures Contributes to the development of ICI Asset Management System Organise all CAD activities required for the Planning & Projects Unit
Job Classification:	Service Delivery
Job Band:	H
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 RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA 1: Management of ICI Technical Drawings</p> <ul style="list-style-type: none"> • Develop, implement and coordinate a Schedule for the implementation of required CAD drawings for each respective project and/or programme • Contribute to technical meetings and presentations • Develop, maintain and review all CAD drawing standards and procedures • Manage the coordination of the collection of data required for the production of CAD drawings • Manage and review the data processing for production of technical drawings • Manage and review the surveying, civil, structural and architectural drawings • Manage and maintain the drawings and electronic drawing files 	<ul style="list-style-type: none"> • A scheduled work plan is developed and implemented for all CAD & GIS activities • Technical drawing standards are established and reviewed • Drawings are completed according to planned timelines • Drawings are accurate and comply with standards • Drawings register is current • Drawings are approved prior to issue
<p>KRA 2: Asset Management</p> <ul style="list-style-type: none"> • Contributes with the collection and interpretation of asset information • Manages and assists with the input with the management of asset information systems and data • Contributes to the collection of GIS information and the planning required for infrastructure development and monitoring 	<ul style="list-style-type: none"> • Raw data readily available for engineering designs within Asset Management Information System (AMIS) and Geographic Information System (GIS) including management of data • Asset information incorporated in AIMS and GIS • Reporting on asset information from appropriate information systems
<p>KRA 3: Surveying & Investigation Works</p> <ul style="list-style-type: none"> • Manage and coordinate cadastral and engineering surveying field work • Manage the maintenance of surveying equipment • Continually monitor and improve the processes of survey data • Manage and coordinate technical research and measurements required for engineering design • Manage and coordinate geotechnical and geological investigations 	<ul style="list-style-type: none"> • Survey field work completed according to planned timelines • Surveying equipment is in good working condition • Technical information is complete and accurate according to information received
<p>KRA 4: Infrastructure Project Documentation</p> <ul style="list-style-type: none"> • Contribute to the production of project concept notes, project design documents, project work plans and rough order costs 	<ul style="list-style-type: none"> • Project documentation completed in a timely manner and according to planned timelines
<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 	<ul style="list-style-type: none"> • Supports the effecting and sustainable operation of the Projects Unit and Planning and Projects division

<ul style="list-style-type: none"> Provide advice to improve business processes including innovative solutions to improve client service and business delivery 	
KRA 6: Self-Management and Continuous Improvement <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	CAD and GIS activities requires genuine hardware & software which are routinely upgraded with additional costs; AutoCAD, 12d, MapInfo & QGIS.
2	Working with insufficient information to develop designs and drawings to meet the engineering requirement
3	Planning, optimise time available and prioritise competing tasks to be carried out to achieve outcomes for the delivery of projects
4	Management of drawings including review and approval in line with quality assurance requirements
5	Developing and review of CAD standards and procedures for adoption by ICI

AUTHORITY

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

Financial	Nil
Staff	Yes
Contractual	Nil

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
Director Planning & Projects, Manager Planning Unit Manager Project Unit Planning & Project Staff	<p>Heavy Day to day operations</p> <p>Heavy Support the delivery review and approval of technical designs and drawings</p> <p>Heavy Working closely with other P&D staff to support the achievement of project outcomes</p>	<p>Infrastructure project stakeholders. Government Ministries, Island Governments, External Contractors</p> <p>General Public</p>	<p>Promoting Coordinate the operation and management of the AMIS and provide technical support in geographical information system management</p> <p>Routine Good working relationships to earn their trust and respect.</p>

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)
Graduate Diploma Level 7 in CAD draughting, Geographical Information Systems (GIS)	Bachelors' degree in Computer Aided Draughting and Geographical Information System (GIS)

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)
7-8 years working in a CAD draughting or similar role	9-10 years working in CAD draughting Geospatial Information Systems

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> • AutoCAD Software • 12D Software • QGIS • Mapinfo • ArcGIS
Advanced	<ul style="list-style-type: none"> • Developed understanding of the technical applications of civil and structural draughting • Experience with AutoCAD and/or 12D & GIS
Working	<ul style="list-style-type: none"> • Proficiency in the use of Microsoft Office, CAD, GIS, ArcGIS and/or MapInfo
Awareness	<ul style="list-style-type: none"> • Web Based Asset Management Systems • Occupational Safety and Health • Cross- cultural protocols • First Aid

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