



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

PO Box 102 Rarotonga Cook Islands Phone (682) 20321 www.ici.gov.ck

POSITION SUMMARY

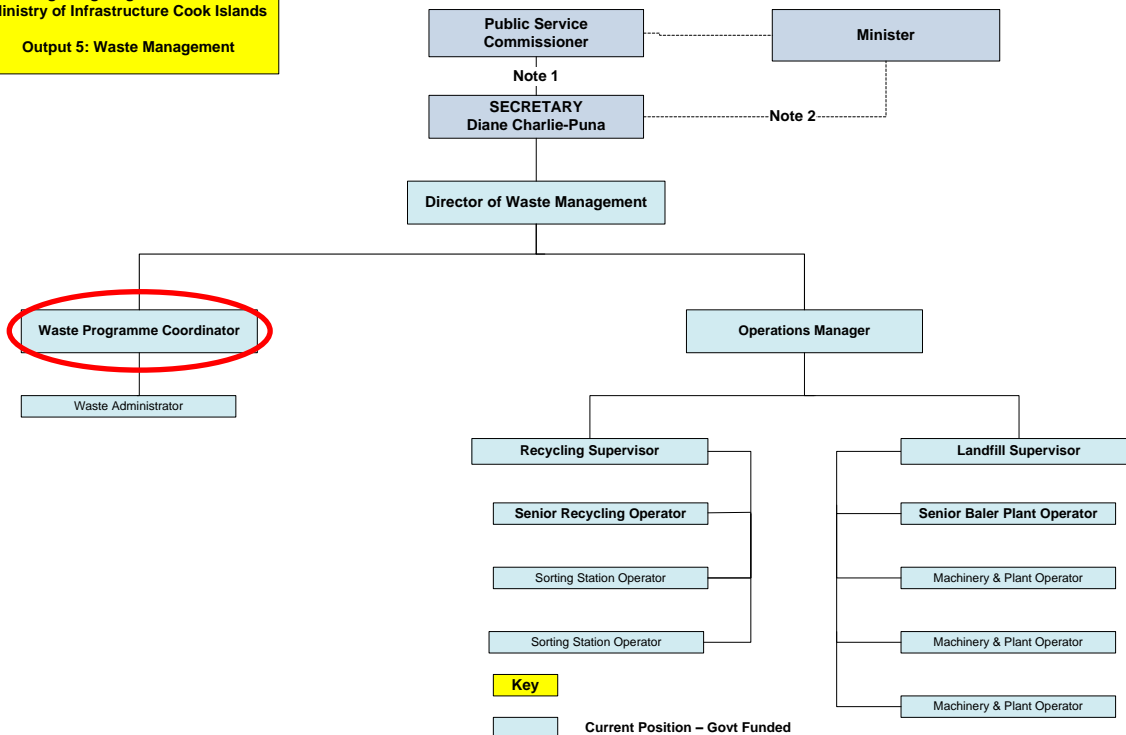
Job Title:	Waste Programme Coordinator
Division:	Waste Management
Responsible To:	Director
Responsible For:	1 x FTE
Job Purpose:	To coordinate waste management activities in line with ICI waste management operations and to implement the Cook Islands Solid Waste Management Strategy
Job Classification:	Service Delivery
Job Band:	H
Date updated:	June 2019

AGENCY VISION

“To ensure premier infrastructure development to meet the needs and aspirations of the people of the Cook Islands”

ORGANISATIONAL STAFFING STRUCTURE

Te Tango Angaanga o te Kuki Airani
Ministry of Infrastructure Cook Islands
Output 5: Waste Management



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA 1: Operations</p> <ul style="list-style-type: none"> Collaborates with Waste Facility staff to identify and implement improvements to operational procedures of the facility Identifies and implements improvements to the roadside collection programme Maintains a database on recyclables shipped out of the country by repatriation agents Undertakes an annual waste audit Facilitates a detailed waste audit every 5 years Create and maintain a database for waste quantities 	<ul style="list-style-type: none"> Improvements to processes at the facility are monitored Improvements to the roadside collection schedule are identified Database of recyclables shipped is maintained and current Audit on waste streams is updated and current Database for waste quantities is established and maintained
<p>KRA 2: Policy and Strategy</p> <ul style="list-style-type: none"> Develops strategies and policies to reflect the changing trends or needs in line with NSDP and the ICI Strategic Plan Advises on necessary updates to NSDP indicators and ICI Strategic Plan 	<ul style="list-style-type: none"> The Solid Waste Management Strategy Framework is kept current Policy and legislative needs are acted on Solid Waste issues are kept up to date in line with NSDP and ICI the Strategic Plan
<p>KRA 3: Documentation of Services and Product Implementation</p> <ul style="list-style-type: none"> Prepares equipment and bid specification documents Compiles and maintains records and reports including work reports and cost records 	<ul style="list-style-type: none"> All reporting obligations adhered to in a timely manner and according to required standards stipulated by legislations and policies Tender documents that adhere to all government procurement policies and procedures are prepared
<p>KRA 4: Communications and Awareness</p> <ul style="list-style-type: none"> Facilitates and contributes to communications and awareness activities 	<ul style="list-style-type: none"> Contribution to awareness activities as directed
<p>KRA 5: Guidelines and Control Methods</p> <ul style="list-style-type: none"> Contributes to the establishment of guidelines, practical monitoring and control methods for: <ul style="list-style-type: none"> Groundwater (controlling discharge) Air (odour) Landscape (escaped litter) 	<ul style="list-style-type: none"> All storage and disposal sites have practical monitoring and management plans established
<p>KRA 6: Pa Enu support</p> <ul style="list-style-type: none"> Identifies and suggests initiatives for the Pa Enu in line with the Waste Management Strategy Supports the Pa Enu with queries 	<ul style="list-style-type: none"> Enquiries from the Pa Enu are dealt with in a timely manner Initiatives are identified

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1.	Working with a range of stakeholders from grass roots to private sector to Cabinet ministers
2.	Research and consultation with technical persons or agencies for monitoring sites
3.	Introducing new concepts to the Cook Islands government and community
4.	Asset monitoring and major repair and replacement

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
Director	Heavy Support Strategy initiatives Inform progress Reports on contractors	Community	Promoting Consultations Complaints
RWF Manager	Heavy Attends staff meetings Report on large scale procurement Keep informed on major assets or required assets	Solid Waste Committee (Govt, private sector, NGO)	Promoting Consultations Progressing responsibilities under the Strategy
RWF Waste Administrator	Medium Supplying data, procurement review and reporting issues		
ICI staff	Light Procurement Data		

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)
<ul style="list-style-type: none"> Bachelor's degree in business management or environmental field 	Formal education at a higher level may be waived if there is demonstrated management or coordination experience with at least three (3) years' experience in a coordination position.

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)
At least 5-6 years' experience in coordination or management role	7+ years' experience in the waste management sector.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> • Implements strategies that respond to agency priorities • Sets clear expectations, monitors and evaluates performance • Communicates with clarity and vision, actively listens to others and responds with respect • Takes ownership and acknowledges impact and outcomes of decisions • Ability to deal with ambiguity and complexity in the role
Advanced	<ul style="list-style-type: none"> • Informed analysis and thorough understanding of public sector challenges • Sets challenging goals for self, reviews performance and adapts as required • Makes decisions and takes action at the opportune time • Models dedication to high performance and ethical behaviour • Models commitment to community-focused service and public interest • Builds and nurtures effective and collaborative networks and relationships to solve issues and develop better processes and approaches to work
Working	<ul style="list-style-type: none"> • Able to think on one's feet and has a sound sense of judgement • Identifies opportunities for innovation and improvement • Proven ability in collating factual information and producing reports • Proven reliability and accountability • Ability to work both independently and cooperatively • Sound judgement, integrity and an ability to handle confidential and sensitive information • High levels of initiative and creativity • High level of accuracy
Awareness	<ul style="list-style-type: none"> • Recognises the boundaries between governance and management and acts accordingly • Applies understanding of the unique and special nature of the Cook Islands to decisions and actions

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