



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

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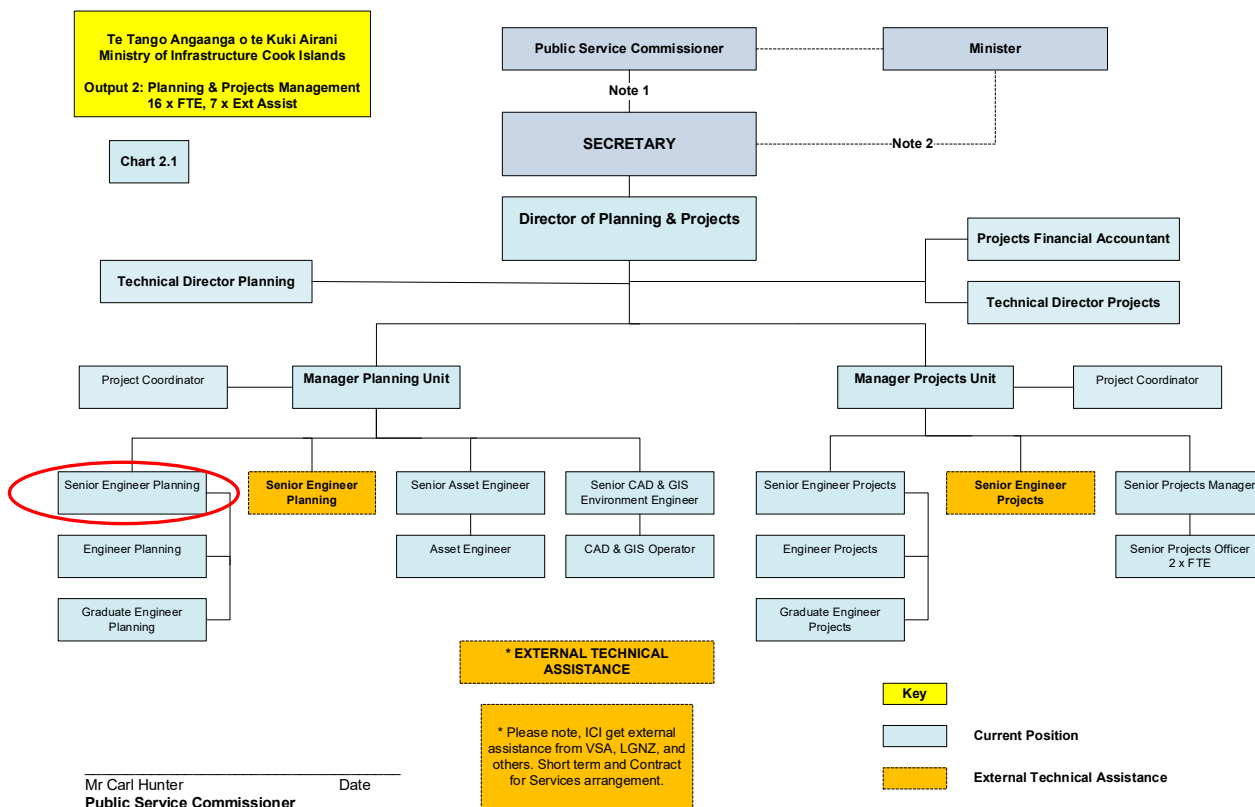
**POSITION SUMMARY**

<b>Job Title:</b>	Senior Engineer Planning
<b>Division:</b>	Planning & Projects
<b>Responsible To:</b>	Manager Planning Unit
<b>Responsible For:</b>	2 x FTE
<b>Job Purpose:</b>	Strategic planning and programming of infrastructure projects. Manage development proposals and outputs in relation to development standards and impact of proposals on infrastructure.
<b>Job Classification:</b>	Service Delivery
<b>Job Band:</b>	H
<b>Date updated:</b>	September 2019

**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><b>KRA 1: Acquisition of Data and Information</b></p> <ul style="list-style-type: none"> <li>• Conduct and manage investigations, feasibility studies and assessments to assist in development of projects</li> <li>• Collate and compile existing data for analysis and application into the relevant technical design and budgeting processes</li> <li>• Liaise and consult with project stakeholders to provide project data and inputs.</li> <li>• Manage data acquisition required for infrastructure planning and delivering.</li> </ul>	<ul style="list-style-type: none"> <li>• Data readily available and collated to enable project identification and development be carried out.</li> <li>• Data readily available and collated to enable inputs and comment on development proposals.</li> </ul>
<p><b>KRA 2: Infrastructure Project Documentation</b></p> <ul style="list-style-type: none"> <li>• Develop and coordinate project concept notes including initial technical interventions, stakeholder and environmental inputs, specifications</li> <li>• Manage the prioritisation of infrastructure projects in conjunction with wider government and infrastructure committee</li> <li>• Prepare project cost estimates for budgeting</li> <li>• Provide assistance for the preparation of infrastructure capital project proposals for funding and resourcing</li> </ul>	<ul style="list-style-type: none"> <li>• Project documentation completed in a timely manner and according to planned timelines</li> <li>• Prioritisation of projects and forward planning and budgeting</li> </ul>
<p><b>KRA 3: Infrastructure Projects Strategic Planning and Programming</b></p> <ul style="list-style-type: none"> <li>• Prepare Activity Planning Documents (APDs)</li> <li>• Provide advice and assistance to ensure that all project proposals are aligned to the Cook Islands NSDP and the Cook Islands NIIP</li> <li>• 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.</li> <li>• Provide advice and assistance to ensure that all planned project proposals reflect the respective stakeholder's inputs.</li> <li>• Establish requirements relating to land and access for projects as part of the project planning.</li> </ul>	<ul style="list-style-type: none"> <li>• APD's are prepared prior to Project implementation</li> <li>• The planning and programming of infrastructure projects are aligned with National priorities</li> <li>• There is a clear map for infrastructure development projects available for consultation by stakeholders</li> <li>• Key aspects of the projects such as land and access are address during project delivery</li> </ul>
<p><b>KRA 4: Development Engineering</b></p> <ul style="list-style-type: none"> <li>• Manage ICI's responsibilities under the Infrastructure Act in relation to impacts of private and public development on infrastructure</li> <li>• Review development proposals and provide outputs in relation to development standards and impact of the proposal on infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Manage development proposals and outputs in relation to development standards and impact of proposals on infrastructure.</li> </ul>

<ul style="list-style-type: none"> <li>Develop and manage the process for ICI's input into survey, permitting and consent processes</li> </ul>	
<p><b>KRA 5: Team Management &amp; Divisional Support</b></p> <ul style="list-style-type: none"> <li>Provide a team environment that develops effective staffing relationships and work performance</li> <li>Fosters staff development and provide capacity building to division staff including knowledge and technical skill transfer</li> <li>Assist Managers with preparation of Six-monthly, annual and project reporting</li> <li>Provide advice to improve business processes including innovative solutions to improve client service and business delivery</li> </ul>	<ul style="list-style-type: none"> <li>Supports the effecting and sustainable operation of the Projects Unit and Planning and Projects division</li> </ul>

## WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Technical investigations, assessments and collection of data on Rarotonga and the Pa Enuā
2	Prioritisation and development of infrastructure project scope and concept design including costings to support business planning and implementation
3	Technical review of development proposals and application of relevant technical standards
4	Establishing and managing processes for project planning and funding.

## AUTHORITY

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

<b>Financial</b>	No
<b>Staff</b>	Yes
<b>Contractual</b>	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	<b>Medium</b>	Contractors, Consultants	<b>Promoting</b> Regular discussions and contact
Manager Planning Unit, Manager Project Unit, Engineering staff and other divisional staff	<b>Heavy</b>	Government agencies	<b>Routine</b>
Other ICI Staff	<b>Light</b>		

## 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.

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
Bachelor of Civil Engineering degree	Bachelor's Degree in Engineering and Business Management Prince 2 or PMP Project Management certification

## 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.

<b>Essential:</b> (least number of years to be competent)	<b>Desirable:</b> (target number of years you are looking for)
9-10 years of experience in infrastructure projects Technical design, project management and project financing skills	Over 10 years of experience working on civil infrastructure projects Specific experience in policy, planning and standards of public infrastructure

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

<b>Level of ability required for the job</b>	
<b>Expert</b>	<ul style="list-style-type: none"> <li>• Implements clear strategies to deliver Project identification and planning,</li> <li>• Sets clear expectations, monitors, evaluates and reports on project planning performance.</li> <li>• Communicates clearly, actively listens, responds respectfully</li> <li>• Competent in the area of Infrastructure Project Management</li> <li>• Takes ownership and accepts responsibility for decisions or actions</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Strong analytical skills and thorough understanding of public sector priorities and challenges</li> <li>• Sets challenging goals for self and others, reviews performance and adapts as required</li> <li>• Is decisive and takes action at the opportune time</li> <li>• Models dedication to high performance and ethical behaviour</li> <li>• Committed to the provision of quality services and takes note of public interest</li> <li>• Builds and nurtures effective and collaborative relationships to solve issues and develop better work processes</li> <li>• Understands strategic and operational planning and the coordination of people and resources to achieve these</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Proficient written and oral communication skills in English and Cook Islands Maori</li> <li>• Engages staff and stakeholders to gather ideas and provide input</li> <li>• Plans and strategies to achieve targets and adapts to changing circumstances</li> <li>• Able to think laterally and exercise sound judgement</li> <li>• Identifies opportunities for innovation and improvement</li> <li>• Able to collate facts/information and produce reports</li> <li>• Able to manage limited resources</li> <li>• Able to work both independently and cooperatively</li> <li>• Able to handle confidential and sensitive information</li> <li>• High level of accuracy, initiative, creativity and accountability</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Awareness of the CIGOV-FPPM Procedures</li> <li>• Understands the Public Sector planning, budgeting and performance management framework</li> </ul>

	<ul style="list-style-type: none"> <li>• Understands the unique Cook Islands context</li> <li>• Awareness of health and safety factors, office procedures and protocols</li> </ul>
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**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:**

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HoM/Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date