



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

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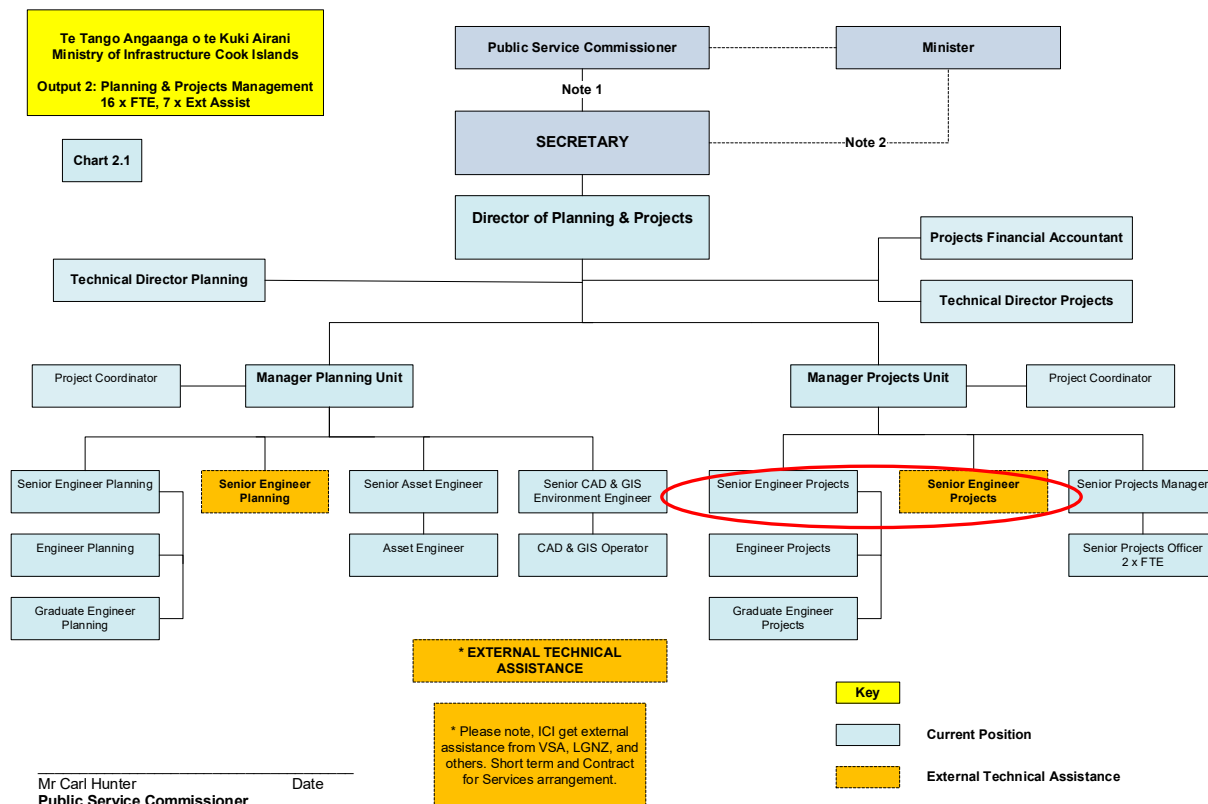
**POSITION SUMMARY**

<b>Job Title:</b>	Senior Engineer Projects
<b>Division:</b>	Planning & Projects of Infrastructure Cook Islands
<b>Responsible To:</b>	Manager Projects Unit
<b>Responsible For:</b>	2 x FTE
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• Planning, implementation and management of infrastructure projects</li> <li>• Provision of asset management information and Forward works planning</li> </ul>
<b>Job Classification:</b>	Service Delivery
<b>Job Band:</b>	H
<b>Date updated:</b>	January 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**

<b>KRAs for this position (maximum of 6)</b>	<b>Key Performance Indicators (use SMART principles)</b>
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<p><b>KRA 1: Infrastructure Project Planning</b></p> <ul style="list-style-type: none"> <li>• Develop and coordinate project technical designs, drawings and specifications including stakeholder and environmental inputs</li> <li>• Provide input to prioritisation of infrastructure projects and forward works plans in conjunction with wider government and infrastructure committee</li> <li>• Prepare project cost estimates for budgeting and business planning</li> <li>• Provide advice and assistance for the preparation of infrastructure project proposals (concept notes and Activity Planning Documents) for funding and resourcing</li> <li>• Contributes to asset management system including asset inspections, condition assessments, deterioration modelling and interventions. Including Forward works Plan development</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> <li>• Project documentation are reviewed and comply with relevant statutory requirements and standards</li> </ul>
<p><b>KRA 2: Infrastructure Projects Management and Implementation</b></p> <ul style="list-style-type: none"> <li>• Update and monitor Activity Planning Documents (APD's)</li> <li>• Establish project risk registers and manage key risks and mitigation measures</li> <li>• Ensure all projects are implemented and completed according to the programmes</li> <li>• Manage required project consultation and engagement</li> <li>• Manage project land, permitting and statutory requirements, and seek required approvals.</li> <li>• Ensure regular monitoring and reporting on projects progress</li> </ul>	<ul style="list-style-type: none"> <li>• Project risks registers are established and managed</li> <li>• Key aspects of the projects such as land and access are addressed during project delivery</li> <li>• Undertake appropriate consultations</li> <li>• Regular monitoring and reporting</li> <li>• Project stakeholders updated on progress of projects implementation</li> </ul>
<p><b>KRA 3: Procurement and Contract Administration/Management</b></p> <ul style="list-style-type: none"> <li>• Ensure all procurement processes including RFT, RFQ etc. comply with the CIFPP Manual</li> <li>• Ensure that all necessary requirements are adhered to and complied with prior to engaging suppliers or undertaking variations</li> <li>• Ensure that the relevant quality assurance tasks are carried out on all contracted works</li> <li>• Manage delivery of contracted works to programme</li> <li>• Ensure that financial claims are verified prior to processing payment claims</li> </ul>	<ul style="list-style-type: none"> <li>• Open, transparent and fair tender evaluation process</li> <li>• Completed contracted works comply with quality specifications</li> <li>• Financial accountability</li> <li>• Claims &amp; Variations verified and approved</li> <li>• Works completed to programme</li> </ul>
<p><b>KRA 4: Team Management &amp; Divisional Support</b></p> <ul style="list-style-type: none"> <li>• Contribute to and enable 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

*Indicate most challenging problem solving duties typically undertaken (3-4 examples):*

1	Implementing projects (sometimes remote) with limited resources and capabilities while ensuring on time quality and cost effective achievement of project outcomes which address identified problems
2	Development, management and administration of multiple simultaneous physical works implementation and service contracts with limited resourcing
3	Providing technical engineering design solutions to complex infrastructure problems with limited and incomplete baseline data, inputs or standards
4	Managing the competing demands and drivers of projects such as between contractors, public and community, budgets and programme etc. to achieve the best for project outcome

## 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 of ICI	<b>Light</b> Project updates and reporting, provision of requested technical and engineering inputs	Minister for ICI	<b>Promoting</b> Project updates and reporting, provision of requested technical and engineering inputs
Director of Planning & Projects	<b>Medium</b> Project updates and reporting, provision of requested technical and engineering inputs	Contractors & Consultants	<b>Promoting</b> Procurement, contract management and administration, health & safety & environmental management, quality assurance, design management, project inputs, stakeholder engagement, programme and financial management
Manager Project Unit	<b>Heavy</b> Project management, Risk management, project documentation, project updates and reporting, provision of requested technical and engineering inputs		

Internal	Nature of Contact	External	Nature of Contact
Manager Planning Unit	<b>Medium</b> Project updates and reporting, project and documentation, provision of requested technical and engineering inputs	Utility Providers	<b>Routine</b> Compliance with statutory requirements, design and engineering standards, coordination, consultation, project delivery
Senior Engineer	<b>Heavy</b> Project management, Risk management, project documentation, project updates and reporting, provision of requested technical and engineering inputs <b>Heavy</b> Project specific communication in relation to implementation	Community & Project Stakeholders  Government agencies	<b>Routine</b> Problem identification, investigations project/site information, project development, consultation, project delivery <b>Routine</b> Compliance with statutory requirements, design and engineering collaboration <b>Routine</b>

Engineering & other divisional staff	and management of infrastructure projects and asset management <b>Medium</b> Normal communication and contact in relation to the implementation and management of infrastructure projects and asset management	Pa Enea, Island Governments	Coordination, consultation, provision of requested technical and engineering inputs, project delivery
Other ICI Staff			

## 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 Engineering degree (Civil/Structural)	Business Management, MBA, Prince 2 or PMP Project Management certification, Asset Management

## 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 the planning and implementation of infrastructure projects and Asset Management including; Technical design outputs, project and contract management, and project financing skills	10+ years' experience working on public infrastructure projects and the management of public infrastructure Assets. Specific experience in Asset Management Engineering, risk management, prioritisation and delivery of public infrastructure, personnel and team management experience.

## 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 implementation and planning,</li> <li>• Competent in the application of different procurement and contract models,</li> <li>• Sets clear expectations, monitors, evaluates and reports on project performance in a timely manner.</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 projects, decisions and 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>• Competent Engineer affiliated to professional association and competency register.</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> <li>• Understands the unique Cook Islands context</li> <li>• Awareness of health and safety factors, office procedures and protocols</li> </ul>

### 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

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Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date