



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

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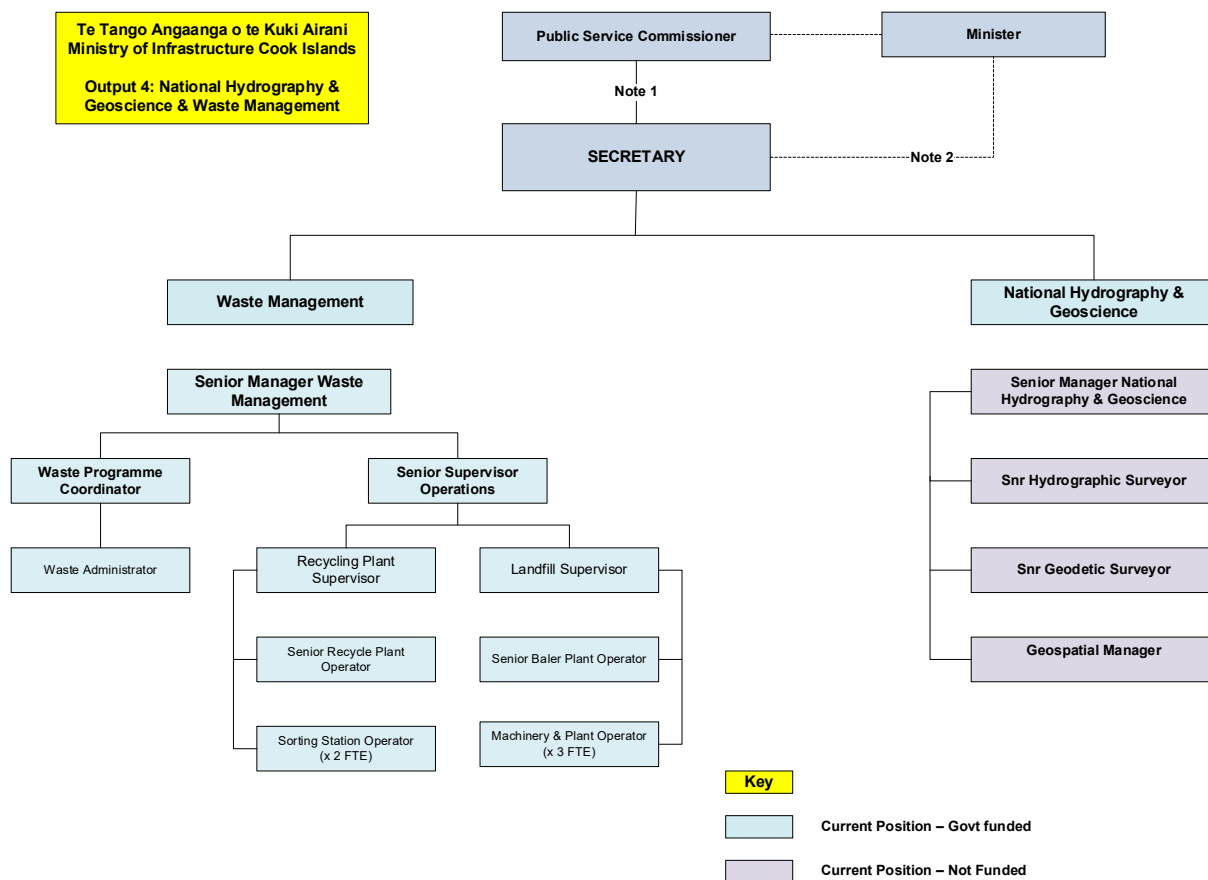
POSITION SUMMARY

| | |
|----------------------------|--|
| Job Title: | Waste Administrator |
| Division: | Waste Management |
| Responsible To: | Waste Programme Coordinator |
| Responsible For: | No Staff |
| Job Purpose: | To provide administrative support to the Waste division through the timely collection, collating, reconciling, distribution and process of programme information |
| Job Classification: | Service Delivery |
| Job Band: | D |
| Date updated: | March 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: Customer Services & Staff Administration</p> <ul style="list-style-type: none"> • Meet and greet all face to face visitors to the Waste facility and direct them to their requested destinations • Ensure receptionist area provides a clean and welcoming environment • Providing pleasant phone customer services • Receiving and relaying incoming calls and messages, correspondence and reports • Maintain a correspondence register • Maintain an effective filing system for the office correspondence and reports • Maintain and manage the staff sign-in books and ensure staff sign timesheet book on a daily basis • Maintain and manage leave applications in ESS • Ensure division overtime timesheets are updated and signed by RWF Manager | <ul style="list-style-type: none"> • Customer satisfaction • No customer complaints • All correspondence is recorded, prioritised, replied to or delegated to appropriate staff in a timely manner • Reports are filed and current • Timesheet books are updated and signed by staff • All leave is recorded in ESS • Division overtime timesheets are signed by RWF Manager |
| <p>KRA 2: Procurement Operations</p> <ul style="list-style-type: none"> • Provide information to the public on the fees charged • Prepare and maintain records and invoices of all landfill tipping • Compile and maintain the receipt analysis of landfill tipping fees paid to the Waste division • Prepare cash analysis for daily banking to go to the bank • Update and maintain records of fuel, oil and parts usage • Ensure stock of fuel, oil and parts for plant and machinery is available • Prepare and maintain records in excel spreadsheet of requisitions for equipment, material and supplies • Assist in the drafting of large procurement documents eg. Requests for Quotes, Requests for Tenders • Ensure staff are equipped with safety gear • Update and maintain stock levels of safety gear • Prepare and maintain records for the collections of disposal fees • Maintain and update payment register for the collection of disposal fees • Update and maintain records in database of the quantity of rubbish and recyclables • Update and maintain records in database of the volume of liquid wastes | <ul style="list-style-type: none"> • Information to the public is given in a timely manner • Invoices are prepared • Tipping fees are paid • Fuel, oil and parts for plant and machinery is available at all times • Records of fuel, oil and parts are current • Records of safety gear is current • Staff are equipped with safety gear at all times • Equipment, materials and supplies are procured in a timely manner • Disposal fees are charged for the disposal of liquid and solid wastes • Weekly summary of payments received and receipted • Quantities of rubbish & recyclables are recorded on the database • Liquid wastes are recorded on the database |
| <p>KRA 3: Support to Programme Coordination</p> <ul style="list-style-type: none"> • Assist the Waste Programme Coordinator to implement improvements to operational procedures of the facility | <ul style="list-style-type: none"> • Improvements to processes at the facility are monitored • Database of recyclables shipped is maintained and current |

| | |
|---|--|
| <ul style="list-style-type: none"> Assist with maintenance of a database on recyclables shipped out of the country Assist with the annual waste audit Assist with the preparation of equipment and bid specification documents Assists with compiling and maintaining records and reports Provide secretarial and administrative services to the RWF Manager | <ul style="list-style-type: none"> Audit on waste streams is updated and current Database for waste quantities is established and maintained All reporting obligations adhered to in a timely manner and compliant Tender documents are prepared Secretarial and administrative tasks assigned by the RWF Manager are undertaken in a timely manner |
| KRA 4: 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 | Working daily in an environment that is conducive to odour, raw sewage, flies and hazardous wastes that poses health risks to workers |
| 2 | Being able to act proactively without supervision, and being able to anticipate the needs of the Waste Programme Coordinator and other managers |
| 3 | Having staff adequately and consistently dressed in appropriate health and safety gear and enforcing hygiene standards and practices |
| 3 | Prepare and maintain accurate office information, data and correspondence |

AUTHORITY

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

| | |
|--------------------|----|
| Financial | No |
| Staff | No |
| 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 | Light Supplying data and reporting issues | Customers/General Public | Promoting Consultations/collection of payments Complaints |
| RWF Manager | Heavy Supplying data and reporting issues, providing advice | Other Stakeholders | Routine Confirming appointments |
| RWF Programme Coordinator | Heavy Supplying data and reporting issues | | |
| ICI staff | Medium 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) |
|--|---|
| National Certificate Level 4 in Administration or related field. | Diploma level qualification in Administration, Management and related field |

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) |
|---|
| 3-4 years demonstrated experience in administration and finance |

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