



Infrastructure Cook Islands
GOVERNMENT OF THE COOK ISLANDS

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POSITION SUMMARY

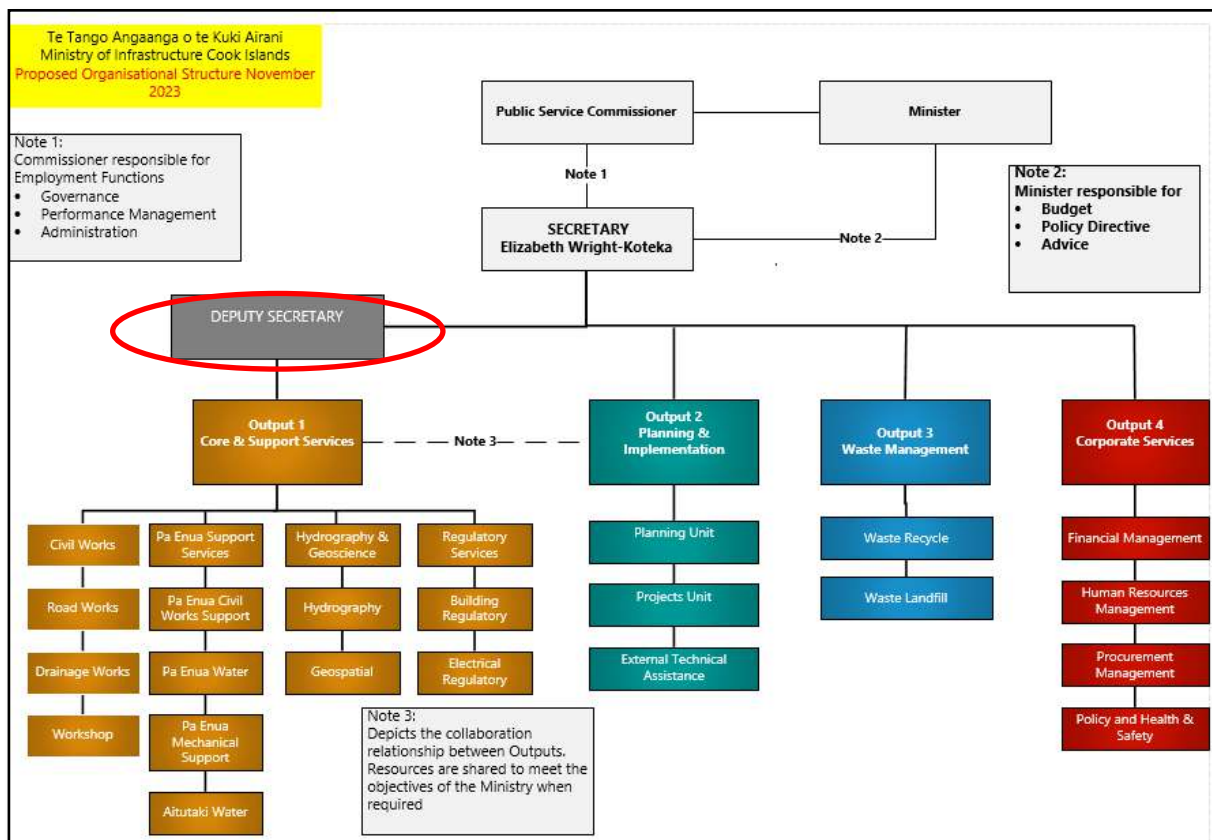
Job Title:	Deputy Secretary Infrastructure Core Service Delivery
Division:	Core Services & Support Services
Responsible To:	Secretary
Responsible For:	36x FTE
Job Purpose:	<p>The Deputy Secretary assists the Secretary in planning, overseeing, managing and directing all activities in the Civil Works Asset Management, Geoscience and Hydrography, and Pa Enea Support departments, as well as the Building Controller and Electrical Inspectorate. Such activities may include significant short and long range capital maintenance planning and implementation in conjunction with the Planning, Projects Division of ICI, leading and participating in strategic planning efforts, and identify and develop key performance indicators. The Deputy Secretary must be able to account for furthering the accomplishment of ICI's planning, operational goals and objectives; as well as ensuring that assigned division goals and objectives are accomplished within general policy guidelines.</p> <p>The Deputy Secretary assists in planning, organising and administering phases of the public works function, which may include construction management, maintenance and inspection, traffic control and management, review of policies relating to areas of responsibilities, provides line oversight to specific divisions through subordinate management as designated by the Secretary.</p>
Job Classification:	Policy, Service Delivery, Regulatory, Governance
Date updated:	10 April 2024

AGENCY VISION

The Ministry strives to enrich our communities through quality infrastructure development. To achieve this ICI's goals are to:

- Ensure that we deliver on our core public services.
- Deliver well planned, quality infrastructure.
- Effectively management waste.
- Deliver optimal outcomes for the Cook Islands through our people, network, systems and services.

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use <i>SMART principles</i>)
<p>KRA 1: PROVIDING OVERSIGHT</p> <ul style="list-style-type: none"> • Oversees Civil Works department, Geospatial and Hydrography department, Pa Enea Support department, Building Controller and the Electrical Inspectorate. This includes: <ul style="list-style-type: none"> ➤ Ensures that work plans for each area of responsibility are current. ➤ Ensures that work schedules, activities, standards, rules and regulations are met. ➤ Sees that safety precautions for crews and public are enforced. ➤ Oversees and coordinates the operations, management and activities of the departments and establishes priorities for various phases of the work. ➤ Monitors work progress and orders materials and supplies needed. 	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> • The workplans of Civil Works, Geospatial and Hydrography, Pa Enea Support departments, Building Controller and Electrical Inspectorate are in place and being implemented. • Job worksheets are completed and submitted.
<p>KRA 2: ENSURING FINANCIAL ACCOUNTABILITY</p> <ul style="list-style-type: none"> • Assists the ICI Secretary in preparing budgets as needed. This includes: <ul style="list-style-type: none"> ➤ Reviews all expenditures related to Rarotonga Roads and Drainage Maintenance department, Geospatial and Hydrography department, Pa Enea Support department, Building Controller and Electrical Inspectorate. ➤ Directs the procurement of professional services and associated contract negotiations. ➤ Participates in the forecast of funds needed for staffing, equipment, materials, and supplies. ➤ Monitors and approves expenditure and implements adjustments. 	<ul style="list-style-type: none"> • Output budget is forecasted and prepared. • Budgets for each area of responsibility are reconciled. • Expenditures are met in a timely manner.
<p>KRA 3: MEETING REPORTING OBLIGATIONS</p> <ul style="list-style-type: none"> • Furnishes work plan reports to Secretary. • Attends meetings relating to areas of responsibility and reports to Secretary. • Prepares and presents staff reports and other necessary correspondence. 	<ul style="list-style-type: none"> • Work plan reports are submitted to the Secretary in a timely manner. • All other reports are prepared as expected and submitted in a timely manner.
<p>KRA 3: BUILDING RELATIONSHIPS</p> <ul style="list-style-type: none"> • Confers with the ICI Senior Leadership Team and own teams regarding divisional or ministry wide operational matters. • Facilitates the resolution of problems and development of coordinated policies and procedures. • Develops and implements policy and procedural changes as required. • Directs the conduct of analytical studies; develops and review reports of findings, alternatives and recommendations, as required. • Directs the maintenance of accurate records and files. 	<ul style="list-style-type: none"> • Operational policies and procedures are current and implemented. • Files are managed appropriately. • Relationship with Senior Leadership Team and other staff is good.
<p>KRA 4: HUMAN RESOURCE MANAGEMENT</p> <ul style="list-style-type: none"> • Directs the selection of staff and facilitates their training and professional development. • Interprets Public Service policies and procedures to employees. 	<ul style="list-style-type: none"> • Staff performance appraisals are follow up actions are met adequately.

<ul style="list-style-type: none"> • Ensures effective morale, productivity and discipline of division staff. • Coordinates and allocates manpower and equipment as needed. • Addresses other duties as assigned by the Secretary. 	<ul style="list-style-type: none"> • Staff have a clear understanding of their roles and entitlements. • Other duties assigned by the Secretary are successfully achieved.
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WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Managing different stakeholders is crucial for the success and satisfaction of a project and ICI, especially when encountering risks or issues that may affect work scope, schedule, quality, or budget.
2	Expectations versus available budget is a common challenge of the role, where unplanned work or changes in work programs will make budgets difficult to manage as planned and efficiently.
3	Project and routine operations must be accurately defined, realistic cost established, ability to factor environmental considerations, resource and labour shortages, etc., is a critical characteristic of the role.
4	Managing communications effectively and efficiently.

AUTHORITY

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

Financial	Develops Division budget – forecasts funds required for staffing, equipment, materials, supplies; reviews all expenditure for areas of responsibility; directs procurement of professional services; monitors and approves expenditures and implements adjustments. Budget responsibility is approximately \$2,500,000 per annum.
Staff	Responsible for the recruitment and management of 36 staff.
Contractual	Contractual responsibility value up to \$1,000,000.

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	Heavy – constant engagement on all planning, progress of work, budget, communications, staffing, reporting requirements and any other duties as directed by the Secretary.	Politicians and Minister of ICI	Promoting – when required, providing relevant information to garner support to the work program of ICI or any directives received that will require political buy-in and support.
Managers of Civil Works department, Geospatial and Hydrography department, Pa Enea Support department, Building Controller and Electrical Inspectorate	Heavy – constant interaction on functions and operational activities, implementation of work plans, monitoring and evaluation, as well as personnel issues.	Suppliers	Negotiating – ensuring that the needs of ICI are met in terms that are agreeable to the parties involved.
Staff of areas of responsibility	Medium – engagement when required in relation to progressing operations and maintenance functions.	Other government agencies	Routine – engagement when required to progress work plans and regulatory requirements.
Senior Leadership Team	Medium – interactions on operations utilising shared resources, administration; and progress the objectives of ICI as part of the leadership team.	Service providers	Routine – engagement or information/advice on work which will impact on services and where work of services will impact on public assets under the management of ICI.
Corporate Services	Heavy – engagement process of supplies and payments for implementation of work program.	Landowners	Promoting – provide information and seek consent where relevant.
Human Resources	Medium – interactions as required in relation to human resource management issues.	Pa Enea Island Governments and communities	Routine – engagement as required when support is requested or deemed necessary.
		Media outlets	Promoting - ensuring that ICI is visible in a favourable light.
		General Public	Promoting – ensuring that the public are kept informed of the work of ICI and building the confidence of the public in ICI.

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"> University degree in public or business administration or civil engineering. 	<ul style="list-style-type: none"> Post graduate degree in public or business administration.

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)
Five years' experience in public works delivery with three years in a senior management role.	More than five years in a senior management role in public works delivery.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> Highly effective team building and leadership skills including consensus building to resolve conflicts, negotiate agreements and gain cooperation amongst competing interest. Understands project management principles and practices, including planning, development, construction, maintenance and budgeting. Ability to establish and maintain an effective working relationship with subordinates, other employees, cooperating agencies and the public.
Advanced	<ul style="list-style-type: none"> Problem analysis and decision making, adaptability/flexibility and stress tolerance in a highly visible public environment. Understands the Public Sector planning, budgeting and performance management framework. Knowledge of safe work practices. Understands principles and methods of administering, through subordinate levels of management and supervision, broad integrated public works programs. Ability to assist in planning, organizing, administering, coordinating, reviewing and evaluating the functions of a Ministry or similar organisation. Ability to delegate and provide administrative direction to management and staff which include developing, recommending and implementing goals, policies, procedures and work standards. Ability to write accurate, concise and effective reports, policies, procedures, correspondence and other materials. Ability to analyse and review staff reports and recommendations. Ability to identify and assist in implementing the overall objectives of the Ministry.
Working	<ul style="list-style-type: none"> Proficiency in Cook Islands Maori
Awareness	The historical settings and current affairs within the Cook Islands and externally, that may impact on areas of responsibility.

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