



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

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

POSITION SUMMARY

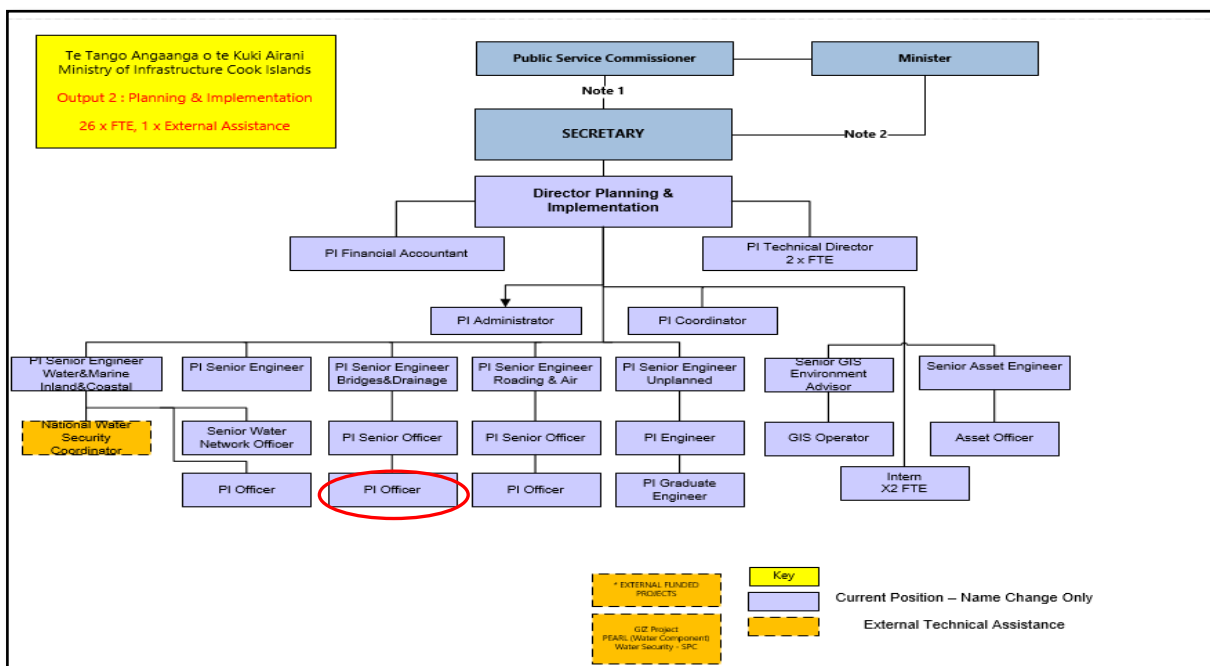
Job Title:	Planning & Implementation Officer – Bridges & Drainage
Division:	Planning & Implementation Division
Responsible To:	Planning & Implementation Senior Officer
Responsible For:	Nil
Job Purpose:	<ul style="list-style-type: none"> Assist with Implementation and management of infrastructure projects Conduct technical investigations, construction monitoring, materials testing, and quality assurance Assist with the preparation of technical reports, drawings and the like.
Job Classification:	Service Delivery
Job Band:	F
Date updated:	September 2022

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 SMART principles)
KRA 1: Infrastructure Project Planning <ul style="list-style-type: none"> Assist with project technical designs, drawings and specification sessions including stakeholder consultations and workshops Assist with technical investigations to provide data for technical designs Assist with data analysis and data processing Assist with surveying works Contributes to asset management system including asset inspections, condition assessments 	<ul style="list-style-type: none"> Attend meetings to support design of technical designs and drawings Data available for technical designs Project documentation completed in a timely manner
KRA 2: Infrastructure Projects Management and Implementation <ul style="list-style-type: none"> Assist with the implementation and completion of project deliverables according to the programmes Conduct tests on engineering materials including concrete, aggregates, timber and steel Conduct in-situ geotechnical tests Complete pre-pour concrete inspections Assist in preparation of technical reports Provision of regular monitoring and assistance in preparing reporting on projects progress 	<ul style="list-style-type: none"> Test results provide supporting documents to verify that specifications have been complied with Regular monitoring and reporting
KRA 3: Procurement and Contract Administration/Management <ul style="list-style-type: none"> Assist with procurement processes including quantity take-offs and scheduling. etc. Ensure that the relevant quality assurance tasks are carried out on all contracted works Assist with the verification of financial claims 	<ul style="list-style-type: none"> Completed contracted works comply with quality specifications Financial accountability Claims & Variations verified and approved
KRA 4: Divisional Support <ul style="list-style-type: none"> Contribute to a team environment that develops effective staffing relationships and work performance 	<ul style="list-style-type: none"> Supports the effecting and sustainable operation of the Planning & Implementation Division

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Managing contractors and the quality implementation of works to the required standards and other requirements on projects.
2	Undertaking quality assurance, material testing and construction surveillance
3	Responding to requests for service from the public and community, undertaking site inspections and assessments including information gathering.

AUTHORITY

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

Financial	Nil
Staff	Nil
Contractual	Nil

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	Light Project updates and reporting, provision of requested technical inputs	Minister for ICI	Routine Project updates and reporting, provision of requested technical inputs
Director of Planning & Implementation	Medium Project updates and reporting, provision of requested technical inputs.	Contractors & Consultants	Routine Depending on projects, construction monitoring, health & safety & environmental management, quality assurance, project inputs, stakeholder engagement, programme and financial monitoring
Manager Planning & Implementation	Light Project management, Risk management, project documentation, project updates and reporting, provision of requested technical inputs.	Utility Providers	Routine Compliance with statutory requirements, design standards, coordination, consultation, project delivery.
Engineering Staff	Heavy Project management, Risk management, project documentation, project updates and reporting, provision of requested technical inputs.	Government Agencies	Routine Depending on projects. Compliance with statutory requirements, design collaboration
Other Divisional staff	Medium Project specific communication in relation to implementation and management of infrastructure projects and asset management.	Pa Enea, Island Governments	Routine Coordination, consultation, provision of requested technical inputs.
Other ICI Staff	Medium Normal communication and contact in relation to the implementation and management of infrastructure projects and asset management.		

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)
General Bachelor's Degree or; 3-4 years' experience working on infrastructure projects	Certificate in CAD drafting, Geospatial Information Systems, Material and laboratory testing or; 5+ years' experience working on civil engineering projects and asset management

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> • Sets clear expectations, monitors, evaluates and reports on project performance in a timely manner. • Communicates clearly, actively listens, responds respectfully • Competent in the area of Infrastructure Project Management • Takes ownership and accepts responsibility for projects, decisions and actions.
Advanced	<ul style="list-style-type: none"> • Sets challenging goals for self and others, reviews performance and adapts as required • Is decisive and takes action at the opportune time • Models dedication to high performance and ethical behaviour • Committed to the provision of quality services
Working	<ul style="list-style-type: none"> • Experience with AutoCAD and/or 12D & GIS • Proficient written and oral communication skills in English and Cook Islands Maori • Understanding of the technical applications of civil and structural draughting • Engages staff and stakeholders to gather ideas and provide input • Plans and strategies to achieve targets and adapts to changing circumstances • Able to think laterally and exercise sound judgement • Identifies opportunities for innovation and improvement • Able to collate facts/information and produce reports • Able to manage limited resources • Able to work both independently and cooperatively • Able to handle confidential and sensitive information • High level of accuracy, initiative, creativity and accountability
Awareness	<ul style="list-style-type: none"> • Awareness of the CIGOV-FPPM Procedures • Understands the Public Sector planning, budgeting and performance management framework • Understands the unique Cook Islands context • Awareness of health and safety factors, office procedures and protocols

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