



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

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

**POSITION SUMMARY**

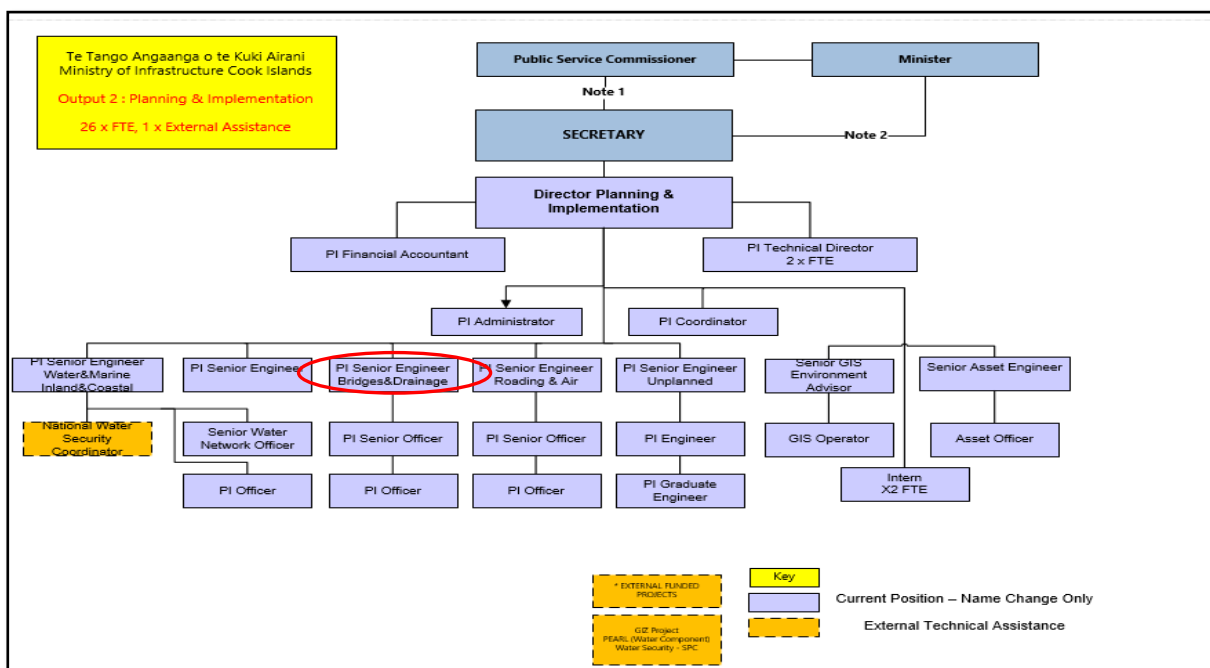
<b>Job Title:</b>	Planning & Implementation Senior Engineer – Bridges & Drainage
<b>Division:</b>	Planning & Implementation (PI) Division
<b>Responsible To:</b>	Director Planning & Implementation
<b>Responsible For:</b>	2x
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• Planning, Design, 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>	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 <i>SMART principles</i> )
<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>• Preparation of infrastructure project proposals (concept notes and Activity Planning Documents) for funding and resourcing</li> <li>• Contributes to Asset Management System including work schedules for 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 TVP Process &amp; 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 Documentation and Implementation</b></p> <ul style="list-style-type: none"> <li>• Manage and ensure all project proposals are aligned to the Cook Islands NSDP and the Cook Islands NIIP</li> <li>• Manage and ensure that all planned project proposals reflect the respective Island and Community requirements</li> <li>• Manage and ensure that all planned project proposals reflect the respective Island and Community requirements</li> <li>• Ensure that all Project Tender and contract documentations are reviewed and comply with the CIFPP Manual. Ensure compliance documents are complete and submitted to necessary CIGOV Agencies</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>• Ensure all Project standards and documentation meet the TVP process and align to the Cook Islands NIIP</li> <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 of the Project schedules, milestones and deliverables</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>• Manage and ensure all Procurement Processes including RFT, RFQ etc. comply with the CIFPP Manual</li> <li>• Manage and ensure that all necessary requirements are adhered to and complied with prior to engaging suppliers or undertaking variations</li> <li>• Manage and 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>• Manage and ensure that financial claims are verified prior to processing payment claims</li> </ul>	<p>All Project Procurement Processes must be completed in line with CIFPP manual</p> <ul style="list-style-type: none"> <li>• Open, transparent and fair tender evaluation process</li> <li>• Ensure completed contracted works deliverables and Project Claims comply with milestones &amp; 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 Planning &amp; Implementation Division</li> </ul>

## WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
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>	No
<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
<p>Secretary of ICI</p> <p>Director of Planning &amp; Implementation</p> <p>Manager Planning &amp; Implementation</p>	<p><b>Light</b> Project updates and reporting, provision of requested technical and engineering inputs</p> <p><b>Medium</b> Project updates and reporting, provision of requested technical and engineering inputs</p> <p><b>Heavy</b> Project management, Risk management, project documentation, project updates and reporting, provision of requested technical and engineering inputs</p> <p>Project updates and reporting, project and documentation, provision of requested technical and engineering inputs</p>	<p>Minister for ICI</p> <p>Contractors &amp; Consultants</p>	<p><b>Promoting</b> Project updates and reporting, provision of requested technical and engineering inputs</p> <p><b>Promoting</b> Procurement, contract management and administration, health &amp; safety &amp; environmental management, quality assurance, design management, project inputs, stakeholder engagement, programme and financial management</p>

Internal	Nature of Contact	External	Nature of Contact
<p>Senior Engineers</p> <p>Engineering &amp; other divisional staff</p> <p>Other ICI Staff</p>	<p><b>Heavy</b> Project management, Risk management, project documentation, project updates and reporting, provision of requested technical and engineering inputs</p> <p><b>Heavy</b> Project specific communication in relation to implementation and management of infrastructure projects and asset management</p> <p><b>Medium</b> Normal communication and contact in relation to the implementation and management of infrastructure projects and asset management</p>	<p>Community &amp; Project Stakeholders</p> <p>Government agencies</p> <p>Pa Enea, Island Governments</p>	<p><b>Routine</b> Problem identification, investigations project/site information, project development, consultation, project delivery</p> <p><b>Routine</b> Compliance with statutory requirements, design and engineering collaboration</p> <p><b>Routine</b> Coordination, consultation, provision of requested technical and engineering inputs, project delivery</p>

## QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
<p>Bachelor of Engineering degree (Civil/Structural) or;</p> <p>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</p>	<p>Business Management, MBA, Prince 2 or PMP Project Management certification, Asset Management or;</p> <p>10+ years' experience working on public infrastructure projects and the management of public infrastructure Assets.</p> <p>Specific experience in Asset Management Engineering, risk management, prioritisation and delivery of public infrastructure, personnel and team management experience.</p>

## 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:**

\_\_\_\_\_

HoM/Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date