



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

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

POSITION SUMMARY

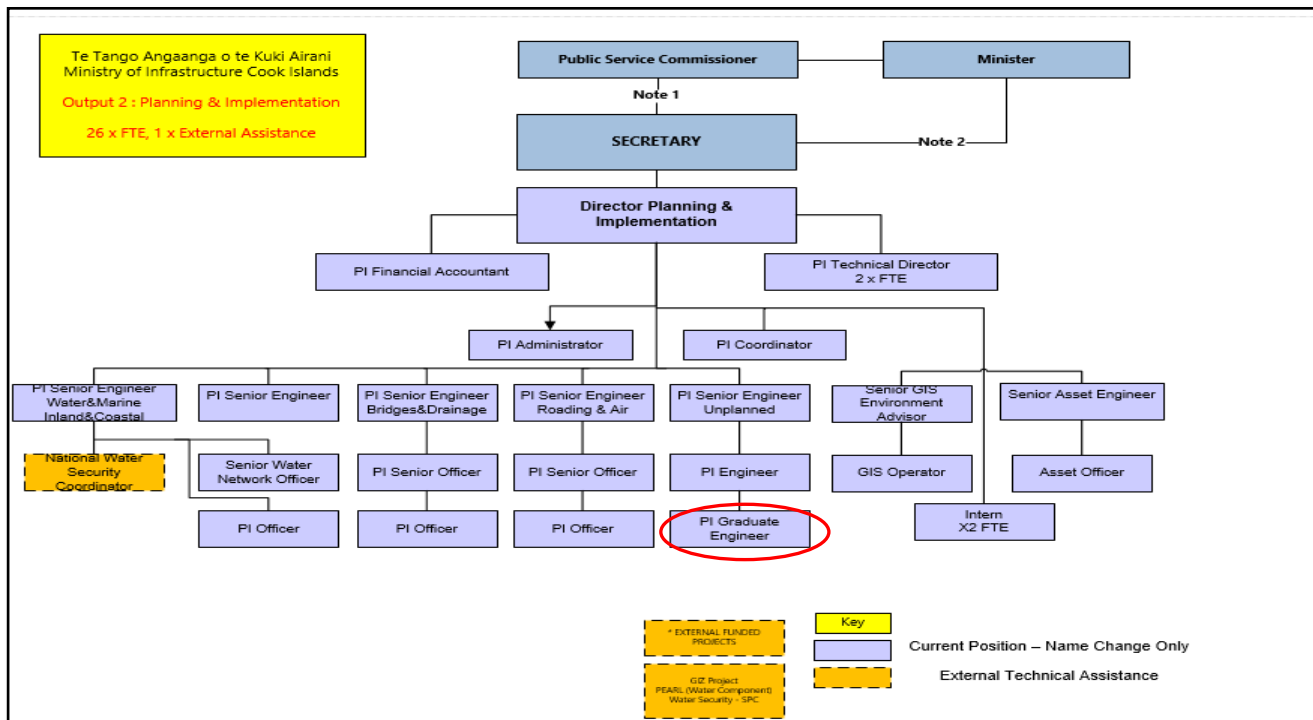
Job Title:	Graduate Engineer - Unplanned
Division:	Planning & Implementation (PI) Division
Responsible To:	Planning & Implementation Engineer
Responsible For:	Nil
Job Purpose:	Provide support in the Implementation and management of infrastructure projects and the provision of asset management information
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)
<p>KRA 1: Infrastructure Project Planning</p> <ul style="list-style-type: none"> • Provide project technical designs and drawings including stakeholder and environmental inputs. • Assist with prioritisation of infrastructure projects and forward works plans • Assist with the preparation of infrastructure project proposals (Concept Notes and Activity Planning Documents). • Contribute to Asset Management System including asset inspections, condition assessments, deterioration modelling and interventions. • Maintain regular understanding of National Documents, such as the NSDP, CINIIP, ICI Acts & Regulations, Building Code and others 	<ul style="list-style-type: none"> • Project documentation completed in a timely manner and according to planned timelines • Prioritisation of projects and forward planning and budgeting • Project documentation are reviewed and comply with relevant statutory requirements and standards
<p>KRA 2: Infrastructure Projects Management and Implementation</p> <ul style="list-style-type: none"> • Monitor project Risk Registers and key risks and mitigation measures • Assist with the implementation and completion of projects according to the programmes • Assist with required project consultation and engagement • Assist with project land, permitting and statutory requirements, including achieving required approvals. • Undertake MSQA services including site inspections during project implementation • Assist with the regular monitoring and reporting on projects progress. 	<ul style="list-style-type: none"> • Project risks registers are established and managed • Key aspects of the projects such as land and access are addressed during project delivery • Undertake appropriate consultations • Regular monitoring and reporting • Project stakeholders updated on progress of projects implementation
<p>KRA 3: Procurement and Contract Administration/Management</p> <ul style="list-style-type: none"> • Assist with Procurement Processes including RFT, RFQ etc. • Assist with the monitoring of contracted works to programme. • Assist with the verification of financial claims. 	<ul style="list-style-type: none"> • Open, transparent and fair tender evaluation process • Completed contracted works comply with quality specifications • Financial accountability • Claims & Variations verified and approved. • Works completed to programme
<p>KRA 4: Team Management & Divisional Support</p> <ul style="list-style-type: none"> • Contribute to a team environment that develops effective staffing relationships and work performance • Participate in staff development, training and capacity building to division staff including knowledge and technical skill transfer • Provide a positive attitude in working within the Project Unit and ICI as a whole 	<ul style="list-style-type: none"> • Supports the effecting and sustainable operation of the Projects Unit and Planning and Projects division

KRA 5: 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
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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	Working with incomplete or insufficient information to provide engineering solutions and designs to meet project requirement.
3	Managing conflicting technical and other requirements on projects such as between contractors, public and community, budgets and programme etc.
4	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 and engineering inputs	Minister for ICI	Routine Project updates and reporting, provision of requested technical and engineering inputs
Director of Planning & Implementation	Medium Project updates and reporting, provision of requested technical and engineering inputs	Contractors & Consultants, Utility Providers	Routine Compliance with statutory requirements, design and engineering standards, coordination, consultation, project delivery
Manager Planning & Implementation	Heavy Project management, Risk management, project documentation, project updates and reporting, provision of requested technical and engineering inputs		
Manager Planning Unit	Medium Project updates and reporting, project and documentation		

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)
Bachelor of Engineering degree (Civil/Structural)	As Essential

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)
3-4 years associated work experience in the Engineering and Construction sector	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"> • Implements clear strategies to deliver Project identification and planning, • Sets clear expectations, monitors, evaluates and reports on project planning performance. • Communicates clearly, actively listens, responds respectfully • Competent in the area of Infrastructure Project Management • Takes ownership and accepts responsibility for decisions or actions
Advanced	<ul style="list-style-type: none"> • Strong analytical skills and thorough understanding of public sector priorities and challenges • 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 and takes note of public interest • Builds and nurtures effective and collaborative relationships to solve issues and develop better work processes • Understands strategic and operational planning and the coordination of people and resources to achieve these
Working	<ul style="list-style-type: none"> • Proficient written and oral communication skills in English and Cook Islands Maori • 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

	<ul style="list-style-type: none"> • 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
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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