

Infrastructure Cook Islands GOVERNMENT OF THE COOK ISLANDS

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

POSITION SUMMARY

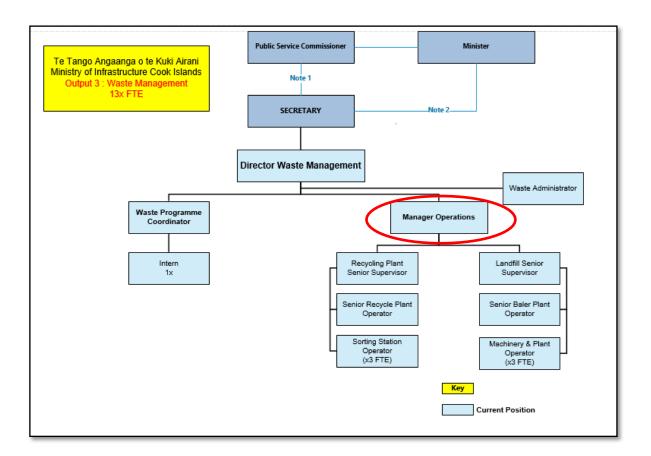
Job Title:	Manager Operations
Division:	Waste Management
Responsible To:	Director Waste Management
Responsible For:	10 x FTE
Job Purpose:	Manage and administer the Rarotonga Waste Facility with priority given to maximising diversion and minimizing waste streams on Rarotonga
Job Classification:	Service Delivery, Leadership
Job Band	H
Date updated:	June 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 Key Performance Indicators (use SMART KRAs for this position (maximum of 6) principles) KRA 1: Management, maintenance and monitoring of the Rarotonga Waste Safe and well equipped site office, staff Facility (RWF) amenities and working environment Oversee and manage the maintenance of Health hazards and issues are minimised the register for health issues and hazards All rubbish and recyclables are received Oversee and manage the maintenance of and sorted in their appropriate machinery and equipment established areas Oversee and manage the sorting of Public access to the landfill is minimised rubbish and recyclables effective and well maintained Oversee and manage the monitoring of compaction machine records for fuel, oil and parts Machinery and equipment are well Oversee and manage the development serviced and in good working condition and update of a register for asset Staff are well trained and qualified to management operate equipment Train staff to operate equipment Efficient and effective daily operations of Manage the daily operations of the Sewage ponds sewade ponds Complaints from the public are Prepare reports and monitor volumes of minimised solid and liquid wastes Reporting of volumes of solid and liquid Identify and implement improvements for wastes domestic collections of refuse Domestic collection of refuse is improved Manage the service delivery for all homes Service delivery to all residential homes **KRA 2: Planning** Develop, review and implement the Waste Management Strategy including Goals, objectives, policies and new policies and procedures for the Cook procedures are developed and Islands in collaboration with the Director of implemented Waste Management. Informed Secretary to drive and support Develop, review and implement the work in the sector at the Ministerial/HOM Facility Management Waste level including new procedures in collaboration with the Director of Waste Management Address any high level programme/project issues or challenges KRA 3: Documentation and Recording, **Reporting and Monitoring** Provide input and assistance in the division's planning, people development, financial. information and risk All reporting obligations adhered to in a management reports timely manner Manage the review, preparation and Effective and efficient collection of approval requisitions for necessary disposal fees equipment, material and supplies Tender documents that adhere to all Manage the collection of disposal fees government procurement policies and Manage the preparation of equipment and procedures are prepared bid specification documents Six (6) monthly and annual reports are Manage the completion prepared and maintaining of records and reports including work reports and cost records Prepare six monthly and annual reports **KRA 4: Leadership and Direction** Provide supportive leadership to staff Engaged staff to achieve ICI shared goals and outputs

- Participate fully in the performance management process, working with staff to develop, monitor and review work performance
- Develop staff knowledge and skills
- Foster an organisational culture that achieves ICI goals and ensures customer value
- Positive feedback from staff
- HR processes implemented
- Staff are supported with their career pathways and leadership development as required

KRA 5: Self-Management and Continuous Improvement

- 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
- Personal development and continuous improvement in work performance is evident
 - Critical issues and risks are identified and managed

WORK COMPLEXITY

Indi	icate most challenging problem solving duties typically undertaken (3-4 examples):
1	Preventing health hazards to Waste Facility staff in view of the nature and working
	conditions at the facility
2	Participation in the development of the Waste Management Division's work plan; assign
	work activities, projects and programmes; monitor work flow; review and evaluate work
	products, methods and procedures
3	Waste delivery capital improvement programmes/projects relative to scope, complexity
	and cost implications, including review of significant issues with donor partners,
	developers, private sector and other stakeholders in the sector
4	Enforcing hygiene standards and practices

AUTHORITY

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

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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 of Waste Management	Heavy Supplying data or addressing any issues	National Environment Service (NES) Ministry of Health	Routine Address any environmental and health issues
RWF Staff Programme Coordinator, Administrator	Heavy Daily work scheduling Heavy Report on large scale procurement Keep informed on major	Private Collection and Disposal Contractors for Solid and Liquid Wastes Recycling Contractors	Promoting Supervising and monitoring the services of the Contractors
Corporate Services	assets or required assets Medium Supplying data Dealing with machinery	Outer Island Councils Schools	Promoting Waste management education programmes

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's Degree in Business Management or related field	Post graduate degree but may be waived if demonstrated management experience

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)
7-8 years technical experience in	9-10 years' experience in a management
infrastructure development	role

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

KEY SKILLS /ATTRIB	UTES/JOB SPECIFIC COMPETENCIES
Level of ability required for the job	
Expert	 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	 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	 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	 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