



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

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

POSITION SUMMARY

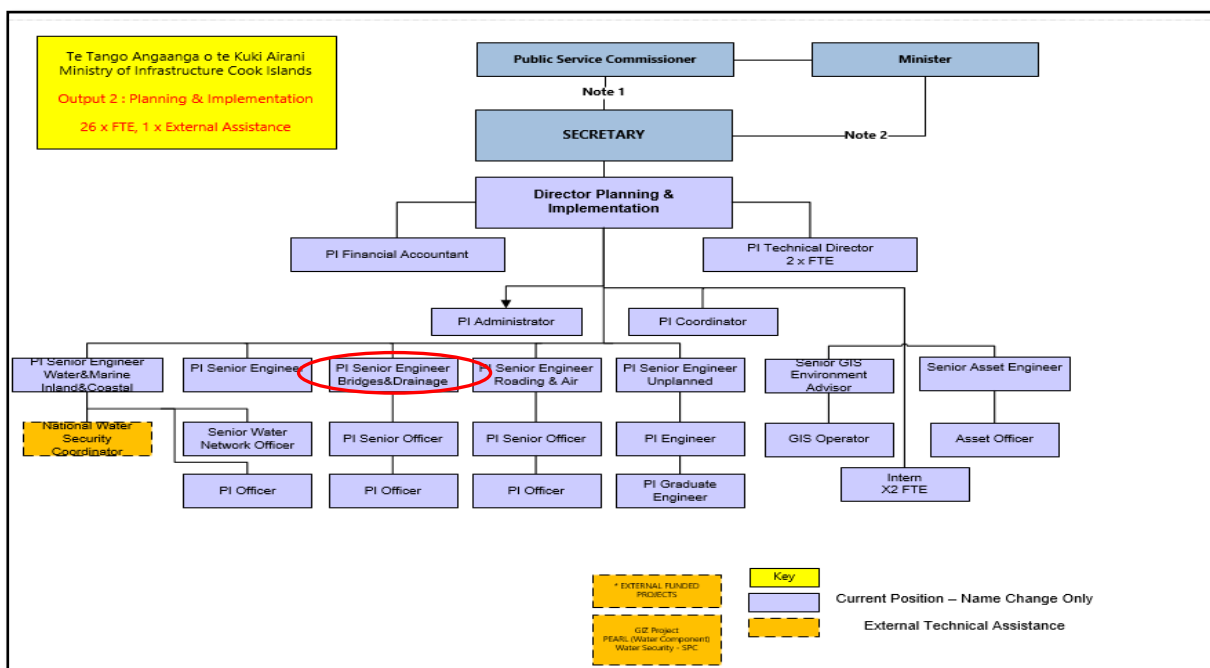
Job Title:	Planning & Implementation Senior Engineer – Bridges & Drainage
Division:	Planning & Implementation (PI) Division
Responsible To:	Director Planning & Implementation
Responsible For:	2x
Job Purpose:	<ul style="list-style-type: none"> • Planning, Design, Implementation and management of infrastructure projects • Provision of asset management information and Forward works planning
Job Classification:	Service Delivery
Job Band:	H
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 <i>SMART principles</i>)
<p>KRA 1: Infrastructure Project Planning</p> <ul style="list-style-type: none"> • Develop and coordinate project technical designs, drawings and specifications including stakeholder and environmental inputs • Provide input to prioritisation of infrastructure projects and forward works plans in conjunction with wider government and infrastructure committee • Prepare project cost estimates for budgeting and business planning • Preparation of infrastructure project proposals (concept notes and Activity Planning Documents) for funding and resourcing • Contributes to Asset Management System including work schedules for asset inspections, condition assessments, deterioration modelling and interventions. Including Forward works Plan development 	<ul style="list-style-type: none"> • Project documentation completed in a timely manner and according to TVP Process & 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 Documentation and Implementation</p> <ul style="list-style-type: none"> • Manage and ensure all project proposals are aligned to the Cook Islands NSDP and the Cook Islands NIIP • Manage and ensure that all planned project proposals reflect the respective Island and Community requirements • Manage and ensure that all planned project proposals reflect the respective Island and Community requirements • 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 • Establish Project Risk Registers and manage key risks and mitigation measures • Ensure all projects are implemented and completed according to the programmes • Manage required project consultation and engagement • Manage project land, permitting and statutory requirements, and seek required approvals. • Ensure regular monitoring and reporting on projects progress 	<ul style="list-style-type: none"> • Ensure all Project standards and documentation meet the TVP process and align to the Cook Islands NIIP • 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 of the Project schedules, milestones and deliverables • Project stakeholders updated on progress of projects implementation

<p>KRA 3: Procurement and Contract Administration/Management</p> <ul style="list-style-type: none"> • Manage and ensure all Procurement Processes including RFT, RFQ etc. comply with the CIFPP Manual • Manage and ensure that all necessary requirements are adhered to and complied with prior to engaging suppliers or undertaking variations • Manage and ensure that the relevant quality assurance tasks are carried out on all contracted works • Manage delivery of contracted works to programme. • Manage and ensure that financial claims are verified prior to processing payment claims 	<p>All Project Procurement Processes must be completed in line with CIFPP manual</p> <ul style="list-style-type: none"> • Open, transparent and fair tender evaluation process • Ensure completed contracted works deliverables and Project Claims comply with milestones & 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 and enable a team environment that develops effective staffing relationships and work performance • Fosters staff development and provide capacity building to division staff including knowledge and technical skill transfer • Assist Managers with preparation of Six-monthly, annual and project reporting • Provide advice to improve business processes including innovative solutions to improve client service and business delivery 	<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	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*)

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
Secretary of ICI	Light Project updates and reporting, provision of requested technical and engineering inputs	Minister for ICI	Promoting 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	Promoting Procurement, contract management and administration, health & safety & environmental management, quality assurance, design management, project inputs, stakeholder engagement, programme and financial management
Manager Planning & Implementation	Heavy Project management, Risk management, project documentation, project updates and reporting, provision of requested technical and engineering inputs Project updates and reporting, project and documentation, provision of requested technical and engineering inputs		

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

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Essential: (least qualification to be competent)	Desirable: (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

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> • Implements clear strategies to deliver project implementation and planning, • Competent in the application of different procurement and contract models, • 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"> • 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 • Competent Engineer affiliated to professional association and competency register. • 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 • 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