



Infrastructure Cook Islands
GOVERNMENT OF THE COOK ISLANDS

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

POSITION SUMMARY

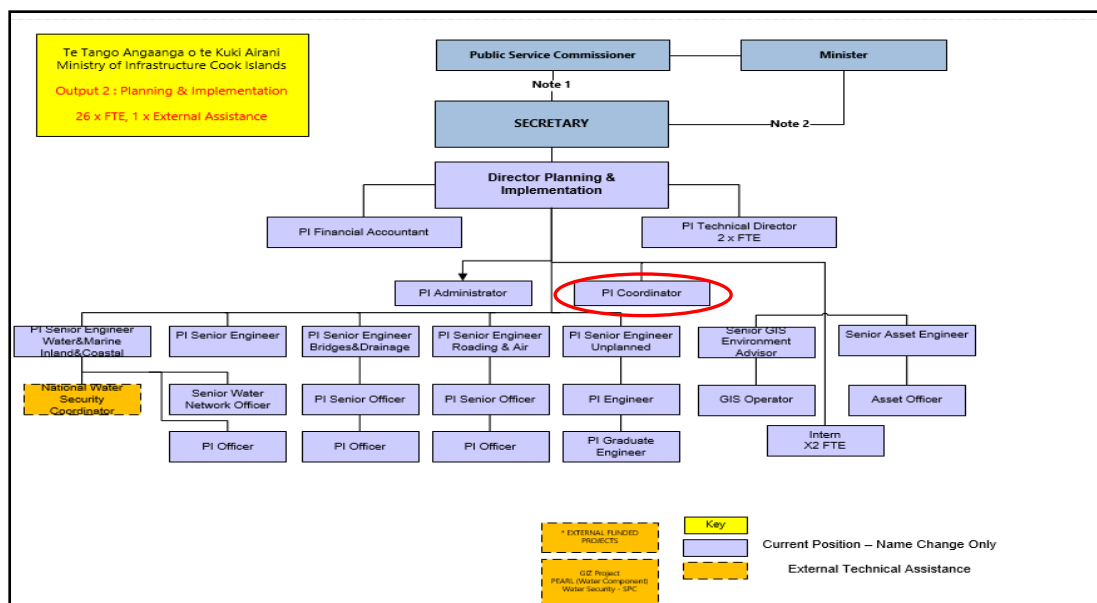
Job Title:	Planning & Implementation (PI) Coordinator
Division:	Planning & Implementation Division
Responsible To:	Director Planning & Implementation
Responsible For:	Nil
Job Purpose:	Provide day to day administrative support, including all aspects of facilitating a project including tasks such as scheduling meetings; taking minutes; developing presentations; record-keeping; budget administration; analysis and forecasting financial performance. Ensure regular and accurate project progress reports are prepared to monitor performance and improve management processes.
Job Classification:	Service Delivery
Job Band:	G
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"> Actively manage and prepare project JORs for budgeting and project oversight Prepare and manage project logistics Liaise regularly with the Planning & Projects team to ensure the program of work is neither overlooked nor duplicated Prepare and monitor associated project documentation in line with ICI's Project Management framework 	<ul style="list-style-type: none"> Ensure items and materials required for project implementation are sourced and available in line with the project timeline Ensure all compliance documentation is complete and submitted to necessary CIGOV agencies Project documentation completed in a timely manner and according to planned timelines Project planning documentation is accurate and aligned to ICI's plans and are compliant
KRA 2: Project Compliance <ul style="list-style-type: none"> Monitor overall progress of project timelines and milestones to highlight any issues to relevant staff Assist Planning & Implementation staff in ensuring quality assurance and overall integrity of ICI's projects are maintained Develop project tracking in smart sheets to ensure the visibility of project deliverables Prepare monthly and 6-monthly progress reports Provide advice to improve business processes including innovative solutions to improve project delivery 	<ul style="list-style-type: none"> All documents including correspondence between Contractor and ICI can be found on the ICI server Reporting spreadsheet is current Project reports and information is available to Planning & Implementation staff Reporting deadlines are met and any issues resolved or escalated as and when appropriate
KRA 3: Administration Support <ul style="list-style-type: none"> Ensure effective administrative support of the day-to-day operations of the Planning & Implementation Division Regular reporting of project progress using status/progress reporting, exception and highlight reports and stage assessments Monitor project risk, including escalating risks to the Planning & Implementation Manager Minute and document meetings that have taken place and assigning action points, along with providing follow up to ensure completion Monitor miscellaneous operational tasks within the unit 	<ul style="list-style-type: none"> All documents and reports can be found on the ICI server Minutes for meetings can also be found on the ICI server Tool box meeting notes Capital updates for Secretary and the Minister Ensuring that quotes are gathered for JOR's and proper documenting processes are followed Recorded weekly timesheets sent to Director for approval

KRA 4: Project Implementation <ul style="list-style-type: none"> • Peer reviewing and updating TVP documents and draft tender documents to ensure coherency and proper formatting • Assist with managing required project consultation and stakeholder engagement • Maintain effective working relationships within ICI, cognisant of inter-dependencies that would impact the Planning & Implementation Division 	<ul style="list-style-type: none"> • Ensure all project folders are up to date with ALL project documentation • Community consultation emails and phone • Liaise with staff and external stakeholders to ensure linkages are made and delegated projects are undertaken efficiently and are compliant
KRA 4: Team Management & Divisional Support <ul style="list-style-type: none"> • Contribute to a team environment that develops effective staffing relationships and work performance • Assist with staff development, training and capacity building to division staff including knowledge and technical skill transfer 	<ul style="list-style-type: none"> • Supports the effecting and sustainable operation of the Planning & Implementation 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

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Be exemplary in planning, organising, communicating and managing workloads and resources to achieve position requirements and meet deadlines.
2	Communicate information, share knowledge and expertise with others in a way that increases understanding of issues and builds positive relationships with groups
3	To have a tolerance for ambiguity and change, and a willingness to embrace it.

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	Heavy 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	Medium Project management, Risk management, project documentation, 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
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 Enua, 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.	Community and Project Stakeholders	Routine Problem identification, investigations project/site information, project development, consultation, project delivery.

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)
Bachelors' Degree Business Management or; 4-5 years' experience working on projects	Bachelors' Degree in Public Policy, Political Science or related field or; 6+ years' experience working in Project 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 • Knowledge and experience of business administration and financial management systems
Working	<ul style="list-style-type: none"> • Proficient written and oral communication skills in English and Cook Islands Maori • Strong time management skills and ability to manage a high workload • 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