



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

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

POSITION SUMMARY

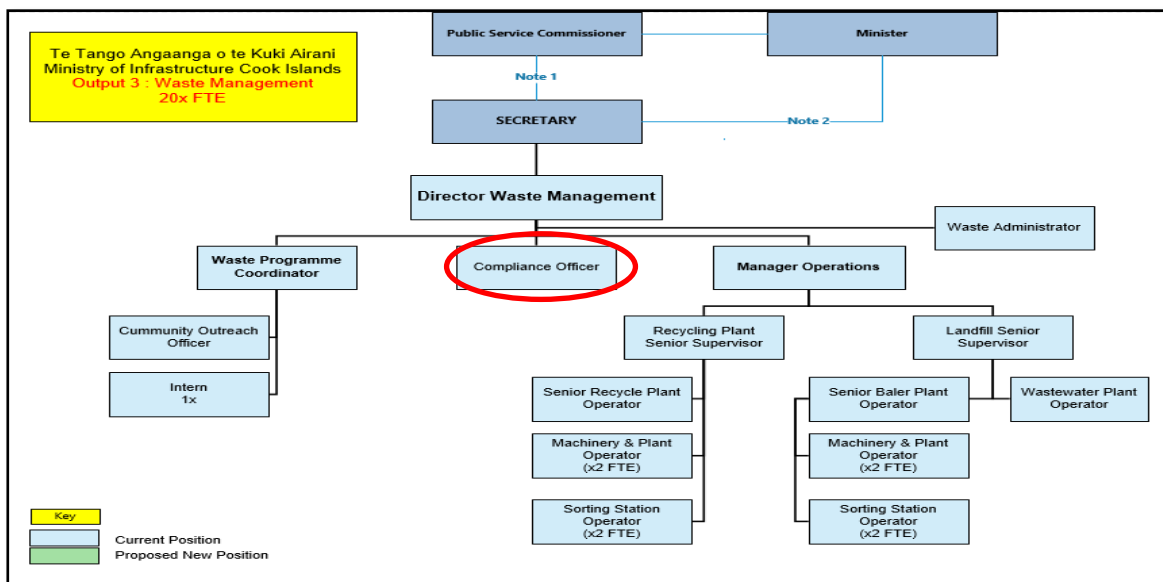
Job Title:	Compliance Officer
Division:	Waste Management
Responsible To:	Director Waste Management
Responsible For:	No Staff
Job Purpose:	The Solid & Hazardous Waste Compliance Officer is responsible for facilitating and ensuring the compliance to the Solid and Hazardous Waste Act 2025 and related regulations. The role ensures that all waste generators — residential, commercial, industrial, and institutional — comply with the legal standards for solid and hazardous waste management. The position plays a key role in protecting public health, safeguarding the environment, and supporting sustainable development in the Cook Islands.
Job Classification:	Service Delivery, Regulatory
Date updated:	

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: Regulatory Enforcement</p> <ul style="list-style-type: none"> • Monitor and enforce compliance with the Solid & Hazardous Waste Act 2025. • Conduct regular site inspections of waste generators, facilities and service providers. • Investigate reports of illegal dumping, unsafe disposal and hazardous waste mismanagement. • Issue warning, compliance notices or recommend penalties are required. 	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> • 100% of scheduled inspections are carried out. • Compliance notices issued where required. • Reduction in illegal dumping cases. • Database is created to monitor waste facilities and service providers. • Investigations report systems is developed and in place.
<p>KRA 2: Monitoring and Reporting</p> <ul style="list-style-type: none"> • Collect and analyse data on solid and hazardous waste volumes, flows, and handling practices. • Maintain records of inspections, enforcement actions, and compliance outcomes. • Prepare timely reports for the Director and other authorities. 	<ul style="list-style-type: none"> • Accurate records maintained monthly. • Annual Compliance reports submitted on time. • Database for solid and hazardous waste volumes, flows are developed and kept to date. • Database of handling practices are developed and made available.
<p>KRA 3: Awareness and Education</p> <ul style="list-style-type: none"> • Conduct stakeholder awareness sessions on obligations and compliance under the Act. • Support campaigns promoting safe waste management and pollution prevention. • Provide technical advice to households, businesses, and institutions on compliance. 	<ul style="list-style-type: none"> • Minimum of 2 stakeholders training delivered. • Awareness sessions delivered annually. • Improved stakeholder compliance knowledge and awareness.
<p>KRA 4: Stakeholder Engagement</p> <ul style="list-style-type: none"> • Collaborate with contractors, regulators, community groups, and other ministries. • Work with legal and environmental health authorities to support enforcement actions. • Serve as a point of contact for compliance-related inquiries. 	<ul style="list-style-type: none"> • Strong relationships built with contractors, regulators and communities. • Timely resolution of compliance concerns. • Develop SOP for compliance-related inquiries.
<p>KRA 5: Risk & Incident Management</p> <ul style="list-style-type: none"> • Assess risks of non-compliance and recommend preventive strategies. • Respond promptly to incidents involving hazardous waste mismanagement. • Ensure corrective actions are taken to mitigate risks to health and the environment. 	<ul style="list-style-type: none"> • Develop SOP for non-compliance. • Develop record for incidents involving hazardous waste mismanagement. • All incidents investigated within 10 working days. • Corrective actions implemented effectively.

WORK COMPLEXITY

<i>Indicate most challenging problem-solving duties typically undertaken (3-4 examples):</i>	
1	Working with a range of stakeholders from grass root communities, private sector and Cabinet Ministers while maintaining independence and objectivity in enforcement.

2	Research and consultation with technical persons or agencies in adapting to evolving waste management challenges.
3	Introducing new concept to the Cook Islands government and community on best practice of waste management.
4	Interpret legislation and policies under the Solid & Hazardous Waste Act 2025 and apply them consistently in diverse settings.

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
Director	<u>Heavy</u> Receives directions, Provides reports Seeks Approvals on enforcement actions	Business & Contractors	Negotiating: Monitor Compliance Issues notices Provides education and guidance
Operations Manager	<u>Heavy</u> Attend staff meetings Coordinates on operational compliance, site inspections and enforcement follow-up	Community & Residents	Promoting: Complaints Educates on responsibilities Raise awareness
Waste Programme Coordinator	<u>Medium</u> Shares compliance data for projects, outreach programmes and reporting	Regulatory Authorities & Legal Advisors	Routine: Collaborates on enforcement actions, penalties and legal processes
Other Waste Management Staff	<u>Medium</u> Provides technical guidance, collects data and ensures staff understand compliance requirement	Environmental Agencies (TMO,NES,MMR)	Routine: Coordinates on hazardous waste management and public health concerns
ICI Staff	<u>Light</u> Data	Regional & International Partners	Minimal: Provides compliance data Participate in collaborative programmes and reporting

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)
<ul style="list-style-type: none"> Bachelor's degree in Environmental Health, Environmental Science, Waste Management or related field. 	<ul style="list-style-type: none"> Formal education at a higher level may be waived if there is demonstrated management or compliance experience with at least three (3) years' experience in a compliance position.

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)
<ul style="list-style-type: none"> At least 4-5years Experience in regulatory compliance, enforcement or waste/environmental management Knowledge of hazardous waste handling, environmental laws and public health practices Strong report writing and data management skills 	<ul style="list-style-type: none"> 6+ years' experience in the waste management sector

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> Recognised as a specialist authority in waste management compliance and enforcement. Can interpret, advice, and train others on the Solid & Hazardous Waste Act 2025 and related regulations. Able to design and lead complex investigations, including multi-agency enforcement actions. Provides policy advice to senior leadership and contributes to legislative or regulatory updates. Example: Drafting enforcement strategies, leading prosecutions, or providing expert testimony.
Advanced	<ul style="list-style-type: none"> Strong applied understanding of waste compliance and enforcement practices. Can independently conduct inspections, investigations, and prepare enforcement notices. Capable of analysing data, identifying trends, and making compliance recommendations. Provides guidance to colleagues and contractors, ensuring consistent application of the Act. Example: Leading inspections of hazardous waste facilities, preparing enforcement reports, coaching junior staff.
Working	<ul style="list-style-type: none"> Solid practical knowledge of compliance monitoring and waste management operations. Can apply compliance procedures under supervision or with guidance when needed. Capable of conducting routine inspections, completing reports, and flagging potential breaches.

	<ul style="list-style-type: none"> • Understands when to escalate issues to senior officers or managers. Example: Inspecting small waste sites, logging data into compliance systems, assisting in investigations
Awareness	<ul style="list-style-type: none"> • Basic understanding of the Solid & Hazardous Waste Act 2025 and waste management practices. • Knows the importance of compliance and the risks of non-compliance. • Able to recognise potential breaches and report them to supervisors. • Suitable for new staff, interns, or support roles who are still building their compliance knowledge. Example: Observing inspections, assisting with awareness campaigns, recording data under direction.

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