



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION (JD)

Job Title:	Human Resources (HR) Manager
Division:	Corporate Services
Responsible To:	General Manager Corporate Services / Chief Financial Officer
Responsible For:	N/A
Job Purpose:	<p>To support the functions of the Cook Islands Investment Corporation (CIIC)) with the delivery of its outputs, in particular:</p> <ul style="list-style-type: none">• Developing robust and relevant HR strategies and policies in assigned Divisions, including the development and design of monitoring systems, and compliance with legal requirements;• Provide organisational policy development support;• Managing and contributing to a number of long and short term HR policy projects and/or providing advice on policy issues;• Operationalising HR tasks as outlined in the policies and procedures for the organisation, in conjunction with management and line managers.• Providing guidance and support to employees, particularly with change management initiatives.
Job Classification:	Corporate Support
Date updated:	8 th October 2021

AGENCY VISION

The vision that the Cook Islands Investment Corporation (CIIC) aspires to contribute is:

“Te au apinga puapinga te ka tauturu i te iti-tangata Kuki Arirani”

“Quality assets that serve the Cook Islands people”

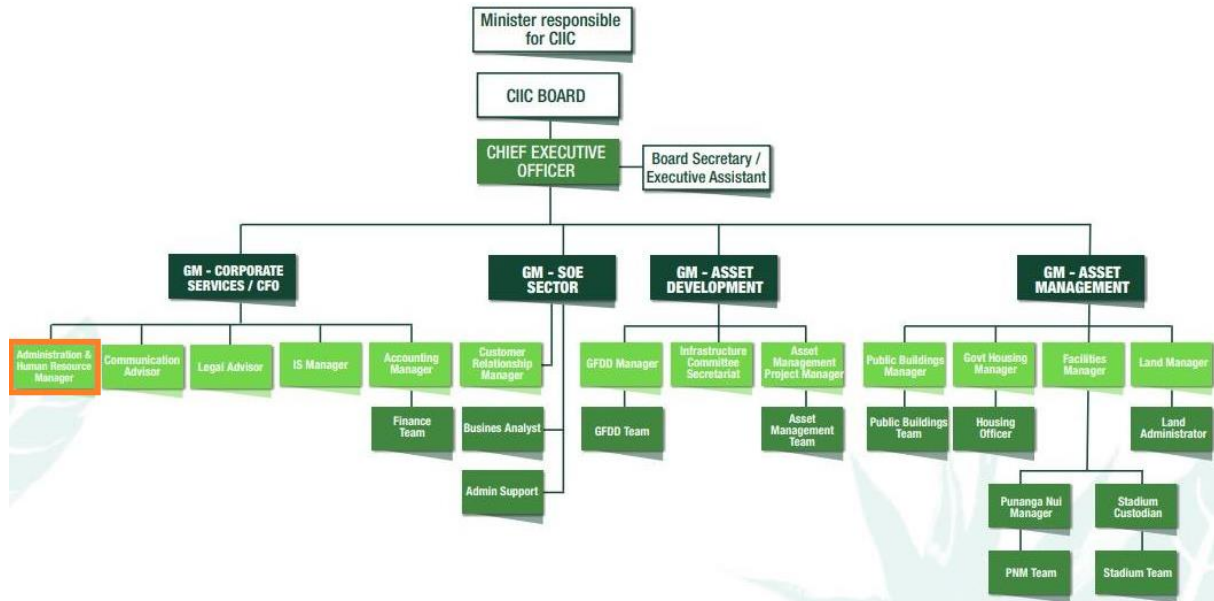
CIIC’s **assets** include, but are not limited to, land, properties, buildings and utilities that are owned by the Crown, for the benefit of the Cook Islands people and are grouped as follows:

- Crown and leased land, Government houses and buildings,
- the Ports and Airports of Rarotonga and Aitutaki,
- Te Aponga Uira Power Authority (TAU) and Te Mana Uira o Araura (TMU)
- the Bank of the Cook Islands (BCI)
- investments in reticulated Water and Sanitation,
- Telecommunications infrastructure and enterprises including Avaroa Cables (ACL)
- Facilities management including Punanga Nui Market; and
- Seabed mineral assets and enterprises

Central to CIIC achieving its vision are our values and our core values are outlined as follows; Honesty, Impartiality, Respect and Custodianship, Transparency, Accountability, Collaboration, Family of love, Sustainability, Innovation and Equity and Equal Opportunity

ORGANISATIONAL STAFFING STRUCTURE

The HR Manager will be part of the Corporate Services division as illustrated our Organisational structure below:



POSITION SUMMARY

The HR Manager is an intergral role within the Corporate Services division but more importantly through the organisation as a whole. The key accountabilities will be, but limited to, the employment of robust HR and organisational strategies, policies and procedures, overseeing and implementing payroll and recognition programs as well as managing workplace safety initiatives. Along with administering employee-benefit programs, the HR Manager will be involved in finding, screening, recruiting new job applicants and developing training and development programs for all CIIC employees.

KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position	Key Performance Indicators
<p>KRA 1: HR Policies</p> <ul style="list-style-type: none"> Strategies, Policies Procedures 	<ul style="list-style-type: none"> Maintaining and/or refining existing HR and organisational policies and procedures to promote an effective, efficient, safe and healthy work environment for CIIC and CIGPC; Developing, designing and implementing robust strategies, policies and procedures that support the organisations effectiveness, efficiency and quality management processes for CIIC and the CIGPC Ensuring CIIC's HR policies and procedures are legally compliant with the Employment Relations Act (ERA) 2012 and OH&S requirements; Work or assist across the CIIC Group where required and as directed, in relation to HR matters.
<p>KRA 2: HR Support</p> <ul style="list-style-type: none"> Payroll L&D Succession planning Rewards 	<ul style="list-style-type: none"> Ensuring personnel files are up to date; Ensuring managers periodically review employee JDs; Ensuring employment contracts are current, including fixed term contract arrangements are tracked and communicated to line management; Ensuring timesheets are finalised, approved and presented to the finance team before 10am on Monday of the pay week; Ensuring and overseeing that the Payroll and HR functions are well supported with robust processes and systems;

	<ul style="list-style-type: none"> • Developing and facilitating adequate induction and training programs (fit for purpose) for CIIC employees; • Ensuring L&D information is captured in the HRM and personnel files; • Assist in the development and mobilisation of scholarship, internship and apprenticeship programs for the organisation; • Ensuring personnel information is up to date including emergency contacts, licences, IDs etc; • Ensuring H&S policies and protocols are in place and maintained by the organisation; • Ensuring H&S matters are captured in the HRM system and personnel files; • Assisting with the performance management and review process for CIIC employees, and providing Management with support on Development Plans for rewards and recognitions; • Managing and assisting in the development of a Succession Plan for current CIIC employees in collaboration with CIIC Board of Directors and Management that provides pathways and programs for career development and progression.
<p>KRA 3: <u>HR Management</u></p> <ul style="list-style-type: none"> • Recruitment 	<ul style="list-style-type: none"> • Coordinating and supporting the recruitment efforts for CIIC, including the timely availability of job descriptions, advertising and interview process; • Coordinating and supporting the recruitment efforts for the GM SOE Sector for the recruitment of Executive level roles within the SOE sector, including the timely availability of job descriptions, advertising and interview process, • Champion the on-boarding process of newcomers to the organisation, including the provision of relevant documentation, proper stationery requirements, uniform, IT requirements, access requirements and any other on-boarding needs prior to their start date.
<p>KRA 4: <u>Administration Management</u></p> <ul style="list-style-type: none"> • Solutions 	<ul style="list-style-type: none"> • Overseeing the necessary support systems are in place to efficiently and effectively support CIIC's payroll and HR requirements • Responsible for the administration and maintenance of CIIC's timesheets, employee leave calendars and other associated tasks involved with time sheeting. • Provide continuous process improvement suggestions including fit for purpose Payroll and HR platforms to support the HR function;
<p>KRA 5: <u>Other Duties</u> Adhoc OHS</p>	<ul style="list-style-type: none"> • Provide regular reports to the GM of Corporate Services, management team, CEO and Board, as and when required • Provide quarterly newsletter updates key milestones and/or work conducted within the group. • Assist in the preparation and facilitation of staff meetings when required • Assist in the preparation and facilitation of team binding and staff events when required • Key contact for all CIIC employee related issues, demands, grievances or confidential matters; • Ensuring adequate processes and procedures are well documented, easily accessible and conducted internally that provides employees with a safe work environment. • Other projects and duties directed by the GM Corporate Services from time to time, to advance the organisation strategy and operational imperatives.

WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):

1	Complaints received by vendors and staff are dealt with at a reasonable time
2	Handling of very difficult customers on a daily basis
3	Grounds are free from rubbish and noxious weeds; lawns are mowed regularly

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff.

Financial	None
Staff	None
Contractual	None

FUNCTIONAL RELATIONSHIPS

Internal	Nature of Contact	External	Nature of Contact
Executive/LT	<ul style="list-style-type: none"> Oral, written and presentation skills Administrative matters as it pertains to human resources, finance and payroll Monthly reporting 	Human resources Manager of SOE's/CCE's and other agencies	<ul style="list-style-type: none"> Building relationships and networks Monitoring and evaluating Resolving conflicts Facilitating and negotiating Key contact for recruitment needs
CIIC employees	<ul style="list-style-type: none"> Oral, written and presentation skills Monitoring and evaluating Administrative matters as it pertains to human resources, finance and payroll 		

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)	Advantageous: (other qualifications for job)
Degree or Diploma in business or human resources management or equivalent Senior level skills and knowledge of a range of HR policies, practices, and systems, with specialist HR expertise in one or more of the following: <ul style="list-style-type: none"> Change Management Performance Management Coaching/Mentoring 	Post graduate tertiary qualification in business or human resources management or equivalent Training in industrial relations, organisational planning, organisation development, and employee relations. Active affiliation with appropriate human resources networks and organisations and on-going community involvement

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)
3-5 years working experience in an HR role or key support role/public sector or corporate environment. Experience in the development of papers such as policies, strategies, board reports and/or newsletters.	6 years or more working experience in the public sector or commercial sector Experience in human resources management Experience working in a multifaceted organisation

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Essential:	Desirable:
<ul style="list-style-type: none"> • Strong planning and managing several tasks/jobs/projects simultaneously, project management; • Strong interpersonal skills and strong analytical and problem solving skills; • Excellent time management and organisational skills; • Excellent standard of written and spoken English and/or Cook Islands Maori 	<ul style="list-style-type: none"> • Strong oral and written communication and time management; • Ability to be responsible and problem solve and ability to think and act strategically; • Ability to communicate in written and spoken English and Cook Islands Maori; • Good Knowledge of the public sector procedures • Some experience in finance & budgeting • Knowledge of CIIC functions and operations • Awareness of the Employment Relations Act (ERA) 2012

CHANGE TO JOB DESCRIPTION

Changes to the Job Description may be made from time to time in response to the changing nature of the corporations work environment – including technology or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performances planning for the annual performance cycle.

Approved:

CEO

Date

Employee

Date