



## COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Manager, Asset Management Project</b>
<b>Division:</b>	Asset Development Division
<b>Responsible To:</b>	GFDD Manager
<b>Responsible For (staff):</b>	Nil
<b>Job Purpose:</b>	<p>The Asset Management (AM) project goal is to strengthen Asset Management practices and systems across the Cook Islands Government.</p> <p>The role of the Project Manager is to lead the Asset Management Unit (AMU) and implement various tasks in order to achieve the following short-term outcomes:</p> <ul style="list-style-type: none"><li>• Improved internal workflows and integration with AM systems and processes;</li><li>• Use of spatial systems for decision making;</li><li>• Complete 100% of AM stage 2 data collection;</li><li>• Property Valuations completed for priority properties;</li><li>• AM Policy and regulations drafts reviewed and updated.</li></ul> <p>The AM project commenced in 2019 with funding support from New Zealand. The position will see through the completion of the NZ-funded project, ending June 2023. The position will continue to provide further support on the integration of AM project outputs into operational processes and practises, to December 2023. The position is for a fixed term period of approximately 12 months.</p>
<b>Date updated:</b>	October 2022

### AGENCY VISION

The vision that CIIC aspires to contribute to is:

Te au apinga puapinga te ka tauturu i te iti-tangata Kuki Airani.  
*“Quality assets that serve the Cook Islands people.”*

A longer version of the CIIC vision has also been developed to provide better context

Tau meitaki no te akakoro’anga, akatuke atu i te au apinga no te katoatoa te ka oronga mai, tauturu mate akameitaki atu i te turangaora’anga o te iti-tangata Kuki Airani.

*“Fit for purpose, transformational public assets that deliver, serve, and improve the wellbeing of the Cook Islands people, in harmony with our culture and our environment.”*

CIIC’s vision (quality assets that serve the Cook Islands people) has a very wide remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National vision and national development sustainable plan.

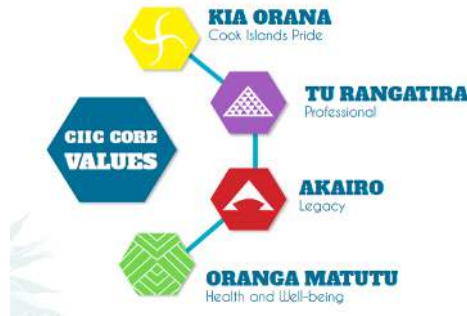
#### CIIC’s vast scope of responsibility includes:

1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,

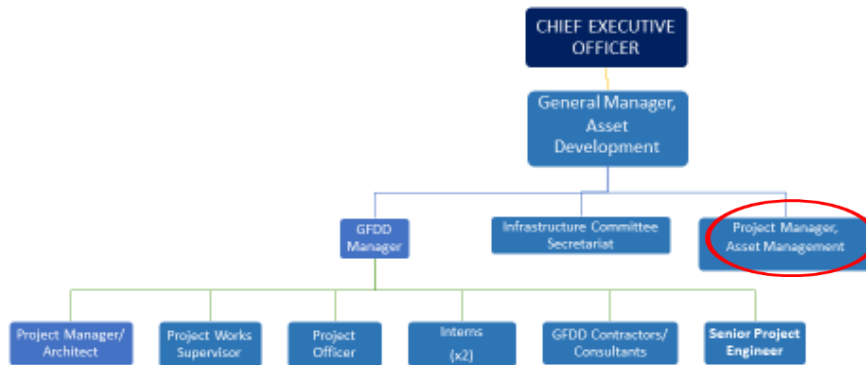
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure and enterprises including Avaroa Cable,
7. Facilities management including Punanga Nui Market; and
8. Seabed mineral assets and enterprises

The CIIC has a vast scope of responsibilities with technical ownership of all crown assets and contributing to national development across a number of areas.

### AGENCY VALUES:



### ORGANISATION CHART:



### KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAS FOR THE POSITION:	KEY PERFORMANCE INDICATORS:
<p><b>KRA 1: Strengthened operational systems and processes</b></p> <ul style="list-style-type: none"> <li>• Facilitate improvements to internal workflows and integration of business as usual practices with improved AM systems and processes</li> <li>• Facilitate use of spatial systems for decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates leadership in asset management process improvements;</li> <li>• Champions change and improvements;</li> <li>• Effectively manages change (people &amp; systems).</li> <li>• Works collaboratively with the team, Asset Management division and wider organisation to establishment and achieve agreed goals.</li> </ul>
<p><b>KRA 2: Improved knowledge of infrastructure extent on Rarotonga and Pa Enua; Improve base data, data sharing and spatial mapping capabilities</b></p> <ul style="list-style-type: none"> <li>• Complete 100% of AM Stage 2 data collection &amp; spatial imagery / mapping for land and</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively coordinates work programmes to achieve targets</li> <li>• Attention to details and data quality</li> <li>• Data well captured and inputted into AssetFinda and GIS systems</li> <li>• Effectively troubleshoots issues to find workable solutions</li> <li>• Data collection and valuation targets are met</li> <li>• Effectively collaborates with the wider Division and partnering organisations in data and resource sharing to contribute to achieving the KRA.</li> </ul>

<p>property assets on Rarotonga and Pa Enea;</p> <ul style="list-style-type: none"> <li>• Complete property valuations for priority properties.</li> </ul>	
<p><b>KRA 3: AM Project Management &amp; Leadership</b></p> <p>Effectively leads the AMU towards achieving project goals</p>	<ul style="list-style-type: none"> <li>• Demonstrates project and activity management leadership</li> <li>• Maintains high-level of autonomy, commitment, and attention to detail within the unit</li> <li>• Shows flexibility and adapts to changing and challenging situations</li> <li>• Maintains professionalism when communicating with staff, fellow employees and external stakeholders including during difficult situations</li> <li>• Fosters good working relationships internally and externally</li> <li>• Obtains clear approvals and sign-offs where required, and follows through on commitments</li> <li>• Effectively manages distribution of work, input of contracted services, and delivery of outputs to meet expectations</li> <li>• Leads collective input of internal and external stakeholders to achieve optimal outcomes</li> <li>• Conducts self in line with Corporation and Government ethics, policies and procedures</li> <li>• Achieves agreed project milestones and contributes to the achievement of the divisions annual workplans</li> <li>• Effective use of resources (people, time &amp; finances)</li> <li>• Provides timely and accurate reporting on project progress, both formal and informal.</li> </ul>
<p><b>KRA 4: Contributing to CIICs Values</b></p> <p>Be an active part of the CIIC team.</p>	<ul style="list-style-type: none"> <li>• Ability to maintain a positive attitude and professional demeanor and appearance at all times and perform well under project constraints and deadlines</li> <li>• Ability to develop productive relationships with the project team, with contractors, and with design teams and clients</li> <li>• Adherence to Health and Safety regulations for the various work sites</li> <li>• Shows flexibility and adapts to changing and challenging situations through assisting and supporting the organisation on general matters, as directed.</li> </ul>
<p><b>KRA 5: Workplace Health and Safety</b></p> <p>The employee is responsible for contributing to workplace health and safety</p>	<ul style="list-style-type: none"> <li>• Identifying hazards in a timely and appropriate manner.</li> <li>• Eliminating, isolating and minimizing hazards.</li> <li>• Monitoring Workplace Health and Safety and bringing deficiencies to the attention of your manager.</li> <li>• Complying with all health and safety policies, requirements and instructions.</li> </ul>

## WORK COMPLEXITY

*Most challenging problem solving duties typically undertaken:*

1	Managing own and team workloads to achieve targets within required timeframes
2	Development and implementation of a fit-for-purpose AMIS structure
3	Effectively managing change (people and systems) through training, support and process documentation

## AUTHORITY

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

<b>Financial</b>	Expenditure within approved budget allocations. Prior approval of the General Manager is required for all expenditure.
<b>Staff</b>	Not applicable
<b>Contractual</b>	Not applicable

## FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts.

<b>Internal</b>	<b>Nature of Contact</b>	<b>External</b>	<b>Nature of Contact</b>
GM/Division Manager	Establishing work requirements, inputs and expectations. Developing schedules, budgets and resourcing requirements. Ongoing communications i.e. on progress & status updates. Performance monitoring.	Project Steering Group and Governance Group	Facilitating input, engagement, and shared ownership. Managing expectations and clear communications. Ensuring key stakeholders are kept informed on matters of interest and importance.
AMU	Negotiating, establishing shared goals, objectives and work programmes. Offering and providing technical support, advice and solutions.	Contractors/consultants	Offering and providing technical support, advice and solutions. Monitoring progress and quality assurance processes. Initiating changes to correct issues or to improve overall outcomes. Directing or guiding work as required. Managing procurement of various experts.
CEO/ Management	Providing technical support, advice and solutions. Communicating progress and status updates.	Regulatory authorities	Ensuring alignment with regulatory codes and standards i.e. Environment, Public Health and Building Control.
		Building occupants	Scheduling of on-site work (i.e. inspections). Training as required.

## 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.

<b>Essential: (least qualification to be competent)</b>	<b>Desirable: (other qualifications for job)</b>
<ul style="list-style-type: none"> <li>• Bachelor's Degree in Engineering, Construction, Architecture or related infrastructure field</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Minimum Level 5 qualification in infrastructure asset management</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Minimum Level 5 qualification in any field, with infrastructure asset</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management qualification</li> <li>• Infrastructure asset management professional development training from an accredited institution.</li> </ul>

management professional development training from an accredited institution.	
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## 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 qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> <li>• 5 years' infrastructure, asset or property management experience</li> <li>• 2 years asset data collection experience and digitization</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years' implementing system change/improvements</li> </ul>

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

The following levels would typically be expected for the 100% fully effective level:

<b>Expert</b>	<ul style="list-style-type: none"> <li>• Construction fundamentals and building design processes</li> <li>• Facilitating stakeholder engagement and building/facility performance expectations</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Local conditions and limitations, procurement methods, local supply-chain, and local construction practices</li> <li>• Multi-tasking, managing priorities and problem resolution</li> <li>• Functions of the CI Government Agencies</li> <li>• Social and environmental safeguards</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Change and stakeholder management</li> <li>• Knowledge of asset management information systems, geospatial information systems &amp; processes</li> <li>• Leading teams and working across functions and outside of reporting lines.</li> <li>• Government procurement and activity management systems</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Current building codes and standards</li> <li>• Government Procurement Policy</li> <li>• Best practise project management principles</li> </ul>

## 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:**

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date