



## COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Land Registry and Administrative Assistant</b>
<b>Division</b>	Land & Legal
<b>Responsible To:</b>	Land & Legal General Manager
<b>Responsible For:</b>	The upkeep, maintenance and management of the Land and Asset Registry and providing assistance and reporting to the Land & Legal General Manager.
<b>Job Purpose:</b>	To facilitate, maintain and manage the land registry for all Crown interests in Land and/or Property matters, and to provide assistance to the Land & Legal General Manager at a consistently high level of service, including across the many aspects of management of Crown interests through the Corporation and Government.
<b>Job Classification:</b>	N/A
<b>Date:</b>	20 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:
<b>KRA 1: Centralising and Ongoing Maintenance of All Land Records</b> Efficient and accurate management of all land records of the Cook Islands Investment Corporation into the Asset Management System, AssetFinda.	<ul style="list-style-type: none"> <li>Records are captured in the land database system and records are maintained</li> <li>Current arrangements are in place or current arrangements are being progressed (for example current lease agreements, proclamations, warrants, MoUs) for every parcel of land occupied by the Crown;</li> <li>Positive and proactive communication is undertaken with landowners, Communities and stakeholders (internal and external) on all aspects of Crown Land management;</li> </ul>
<b>KRA 2: Land Support</b> Timely provision of accurate support and information in relation to Crown Land matters.	<ul style="list-style-type: none"> <li>Coordination of land matters, under the direction of the Land Manager</li> <li>Leases are effectively maintained, whereby robust and up to date schedules are maintained, for the Land Function and Finance</li> <li>Lease administration matters are being proactively managed, such as:</li> <li>24 months prior to lease expiry, the process is initiated to determine ongoing Crown tenure</li> <li>6 months prior to rent reviews, valuations are undertaken, and</li> </ul>

	<p>appropriate rental reviews are progressed before the rent review date</p> <ul style="list-style-type: none"> <li>• General administrative support to Land Manager, including support with internal or external correspondence (including via AssetFinda and/or Smartsheets), issuing purchase orders, initiating payments, liaising with Court, landowners, lawyers and/or valuers</li> <li>• Trusted advisor to the Land &amp; Legal General Manager, by providing informed guidance on all Land matters;</li> <li>• Provision of regular reporting to the Land &amp; Legal General Manager, and when necessary to Management Team, CEO and Board of CIIC (through the Land Manager), including dashboard reporting (Asset Finda and/or Smartsheets), so the Corporation has a high level view of its land portfolios, can see any red flags and the information can be used to effectively manage Crown's land interests.</li> </ul>
<p><b>KRA 3: Partnering Relationships</b></p> <p>Collaborative building of relationships with Landowners, Tenants, Professional Service Providers and others.</p>	<ul style="list-style-type: none"> <li>• Regular, pro-active, positive engagement with key internal and external stakeholders;</li> <li>• Where required in a support role, regular, pro-active, positive engagement with Landowners and the public;</li> <li>• Constructive resolution to managing situations of conflict;</li> </ul>
<p><b>KRA 4: Asset Management System</b></p> <p>Effective Administration of the Land Asset Management System (AssetFinda).</p>	<ul style="list-style-type: none"> <li>• The AssetFinda contains up-to-date copies of all key land records and correspondence, across the Country, for all Crown/Landowner and Crown/Tenant arrangements;</li> <li>• Expert user of the AssetFinda system, ensuring we are getting maximum use from the system, including reporting capability, efficient processing.</li> <li>• Sharing knowledge to the wider organisation on AssetFinda matters.</li> </ul>
<p><b>KRA 5: Land Policies and Procedures</b></p> <p>Facilitate documentation of Crown Land Policies.</p>	<ul style="list-style-type: none"> <li>• Assist the Land &amp; Legal General Manager and Management Team, as necessary in the scoping, drafting, consulting, on Crown Land and related Policies.</li> <li>• Strive to achieve consistency across Crown Entities.</li> </ul>
<p><b>KRA 6: Leadership and Direction</b></p> <p>Provide supportive leadership, and improve Land knowledge/accessibility across the Corporation and to stakeholders at all levels.</p>	<ul style="list-style-type: none"> <li>• Lead by example, delivering a high level of service to all aspects of Crown Land Management.</li> </ul>

<b>KRA 7:Contributing to CIICs Values</b> Be an active part of the CIIC team.	<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>Shows flexibility and adapts to changing and challenging situations through assisting and supporting the organisation on general matters, as directed.</li> </ul>
<b>KRA 8: Workplace Health and Safety</b> The employee is responsible for contributing to workplace health and safety	<ul style="list-style-type: none"> <li>Adherence to Health and Safety regulations for the various work sites</li> <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 the GM-Asset Development, GFDD Manager or HR Manager</li> <li>Complying with all health and safety policies, requirements and instructions.</li> </ul>

#### WORK COMPLEXITY

<i>This position encompasses a range of challenging activities undertaken (3-4 examples):</i>	
1	Assisting in the provision of information for the resolution of complex land issues where there are a number of conflicting demands at hand.
2	Managing an array of stakeholder (landowners/lessee's/Governance) expectations.

#### AUTHORITY:

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

<b>Financial</b>	Not applicable
<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> (Routine, Light, Medium, Heavy)	<b>External</b>	<b>Nature of contact</b> (Routine, Light, Medium, Heavy)
<ul style="list-style-type: none"> <li>GM Land/ Legal</li> </ul>	<b>Heavy</b> Ongoing updates on all material/contentious Crown Land issues	<b>Routine</b> Registrar of the High Court Lease Approval Tribunal Auditors Lawyers	<b>Promoting</b> Keeping appropriately informed of Crown Land developments/ material issues.
<ul style="list-style-type: none"> <li>CEO</li> <li>GM: Asset Development</li> <li>GM: Asset Management</li> <li>GM: Corporate Services</li> <li>CM: Crown Enterprises</li> </ul>	<b>Heavy, Day-to-day, ongoing, routine</b> Crown Land enquiries	Landowners Tenants Public/Communities	<b>Promoting</b> Routine updates and discussions.

<ul style="list-style-type: none"> <li>Accounting Manager</li> </ul>	Medium Annual budget and payment of annual rentals and various land disbursements	<ul style="list-style-type: none"> <li>Professional Service Providers (Counsel, Valuers, Surveyors)</li> </ul>	Issuing instructions and seeking technical advice.
--	---	--	--

### 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: (specific qualification for job)
Tertiary qualification (eg diploma or graduate degree) in a relevant field (eg. legal, property, business, asset management)	Tertiary post graduate qualification in a relevant field (eg. legal, property, business)

### 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)
1-3 years land administration experience	5-7 years land management experience

### KEY SKILLS / ATTRIBUTES / JOB SPECIFIC COMPETENCIES

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

<b>Expert level</b>	<ul style="list-style-type: none"> <li>Understanding of Cook Islands Land system</li> <li>Facilitating landowner engagement and building partnering relationships</li> <li>Land management</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>Oversight of the centralised Crown Land registry</li> <li>Collaborative negotiation skills and expertise</li> <li>Dashboard Reporting capability</li> <li>Can do attitude, multi-tasking</li> </ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"> <li>Cook Islands Maori and English communication skills</li> <li>Understanding of Land legal documentation</li> <li>Delivering and executing work in a timely manner</li> <li>Collaborative working style</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>Understanding of CI Government Policies and Procedures</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