



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

POSITION SUMMARY	
Job Title:	Senior Project Engineer
Division:	Asset Development
Responsible To:	GFDD Manager
Responsible For:	N/A
Job Purpose:	The Senior Project Engineer will support Planning, Design and management of construction and related civil works projects/activities. The Engineers focus is primarily on the engineering designs and quality assurance of works under the Te Papa Tau o Avarua (Avarua Town Plan) programme. Other projects/work shall be assigned to the Engineer on a needs basis.
Date updated:	27 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."

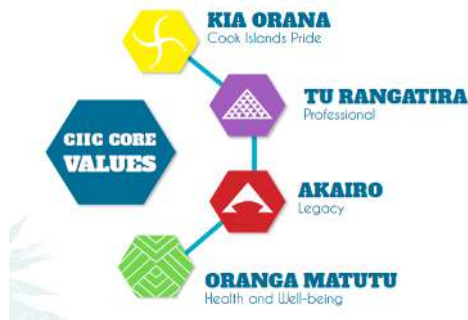
CIIC's vision (quality assets that serve the Cook Islands people) has a very wide remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National vision and national development sustainable plan.

CIIC's vast scope of responsibility includes:

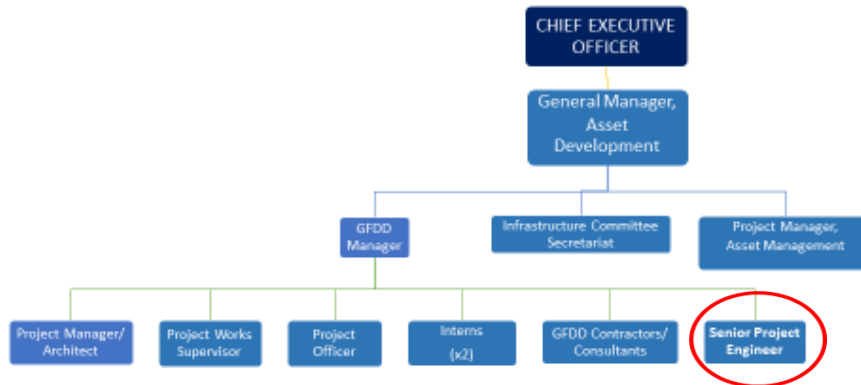
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure 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>KRA 1: Project Initiation and Planning</p> <ul style="list-style-type: none"> Develop project technical design drawings, specifications and reports for selected projects/activities Coordinate inputs of other project team members including external stakeholders and environmental inputs Undertake condition assessments on selected assets and provide expert advice on forward-work plans. Prepare project cost estimates for budgeting and business planning Contribute to the preparation of project proposals (concept notes and Activity Planning Documents) for funding and resourcing Undertake design reviews of other team members, and provide expert advice as required. 	<ul style="list-style-type: none"> Demonstrates design leadership Considers environmental preservation, low carbon development and climate adaptation with design principles Produces quality design documentation and specifications to required standards and codes, and as required by regulatory authorities, relevant infrastructure managers and utility providers; Undertakes research and consultations with industry professions to develop relevant and innovative design solutions; Effectively manages designs delegated to others (where applicable); Seeks and promotes design solutions that will achieve quality performance expectations; Champions change and improvements; Shows flexibility and adapts to changing and challenging situations; Maintains professionalism when communicating with fellow employees and external stakeholders including during difficult situations Works in collaboration with project managers, contractors and others assigned to the respective projects to achieve agreed design aspirations; Ensures CIIC's short and long-term objectives and visions are captured and clearly articulated through designs; Actively engages with relevant parties with high interest in the outcomes of the designs before, during, and after construction;

	<ul style="list-style-type: none"> • Fosters good working relationships internally and externally. • Leads collective input of internal and external stakeholders to achieve optimal outcomes.
KRA 2: Project Management / Work Supervision <ul style="list-style-type: none"> • Oversee delivery of construction works • Manage quality, risks and take corrective actions as required to ensure construction activities and deliverables are of high quality standard and meet expectations 	<ul style="list-style-type: none"> • Ensures design and specifications are clearly documented and understood well by those charged with construction • Effectively establishes and manages inspections and test plans • Effectively manages risks during construction relating to engineering works, supply-chain and buildability • Shows flexibility in resolving issues, and works collaboratively with contractors and wider project team • Maintains high-level of autonomy, commitment, and attention to detail • Obtains clear approvals and sign-offs where required
KRA 3: Contributing to CIICs Values <ul style="list-style-type: none"> • Be an active part of the CIIC team. 	<ul style="list-style-type: none"> • Ability to maintain a positive attitude and professional demeanor and appearance at all times and perform well under project constraints and deadlines • Ability to develop productive relationships with the project team, with contractors, and with design teams and clients • Adherence to Health and Safety regulations for the various work sites • Shows flexibility and adapts to changing and challenging situations through assisting and supporting the organisation on general matters, as directed.
KRA 4: Workplace Health and Safety <ul style="list-style-type: none"> • The employee is responsible for contributing to workplace health and safety 	<ul style="list-style-type: none"> • Identifying hazards in a timely and appropriate manner. • Eliminating, isolating and minimizing hazards. • Monitoring Workplace Health and Safety and bringing deficiencies to the attention of your manager. • Complying with all health and safety policies, requirements and instructions.

WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken:

1	Development, management and administration of multiple simultaneous physical works implementation and service contracts with limited resourcing
2	Providing technical engineering design solutions to complex infrastructure problems with limited and incomplete baseline data, inputs or standards
3	Managing the competing demands and drivers of projects such as between contractors, public and community, budgets and programme etc. to achieve the best for project outcome

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

Financial	Not applicable
Staff	Not applicable
Contractual	Not applicable

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
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.
Project Managers, design teams	Negotiating, establishing shared goals, objectives and work programmes. Offering and providing technical support, advice and solutions. Team work and support.	Contractors, suppliers & 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.
CEO/ Management	Providing technical support, advice and solutions. Communicating progress and status updates.	Infrastructure Managers and Regulatory authorities	Ensuring alignment with regulatory codes and standards i.e. Environment, Public Health and Building Control. Soliciting design input and appraisals, negotiating changes and acceptance, establishing & meeting expectations
		Building occupants	Showing ownership of problems and opportunities, and leadership in the problem solving. Managing change and transition to new/improved facilities.
		Community & Project Stakeholders	Problem identification, investigations project/site information, proactive consultations

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)
Bachelor of Engineering degree (Civil/Structural)	CPEng or equivalent

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)
At least 10 years' experience in engineering designs or project works supervision – structural or civil projects	<ul style="list-style-type: none"> 5 years' design and/or project management experience in the Cook Islands or other Pacific Island country. 5 years' experience working on high-profile Government projects with significant public attention and/or involving multiple stakeholders

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

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

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 – proactively solicits input & feedback from project team, wider experts and/or affected stakeholders Competent in the area of building and civil works designs, specifications and quality management Takes ownership and accepts responsibility for projects, decisions and actions.
Advanced	<ul style="list-style-type: none"> Strong analytical and research skills Understanding of local environment and supply-chain capabilities Is decisive and takes action at the opportune time Models dedication to high performance and ethical behaviour Competent Engineer affiliated to professional association and competency register. Committed to the provision of quality services and takes note of public interest Builds and nurtures effective and collaborative relationships to solve issues and develop better work processes Understands strategic and operational planning and the coordination of people and resources to achieve these AutoCad software for designs
Working	<ul style="list-style-type: none"> Inspections & Test Planning for structural elements Proficient written and oral communication skills in English Knowledge of AS/NZS Standards 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

	<ul style="list-style-type: none"> • Able to collate facts/information and produce reports • Able to manage limited resources • Able to work both independently and collaboratively • 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 CI Building Code and applicable standards • Understands the unique Cook Islands context and environment • Awareness of health and safety in design principles and application where required • Social and environmental safeguards principles

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