



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	Manager – Land & Legal
Division:	Land & Legal
Responsible To:	Chief Executive Officer
Responsible For:	Numerous in land & legal (staff and contractors), including the Land Registry & Administration Assistant and contractors
Job Purpose:	Responsible for the effective and efficient delivery of the Corporation's land and legal division ensuring the effective management of Crown land and legal advice and services for the effective delivery of services to the Public and ensuring the sustainable improvement of the wellbeing for all Cook Islanders.
Date updated:	6 March 2023

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."

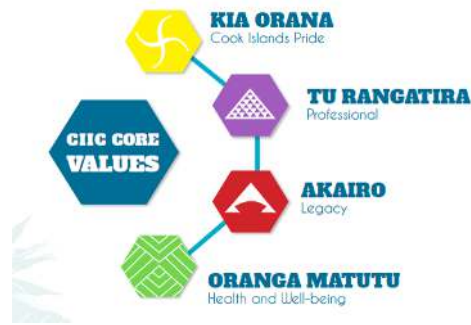
CIIC's vision (quality assets that serve the Cook Islands people) has a very wide remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National vision and national development sustainable plan.

CIIC's vast scope of responsibility includes:

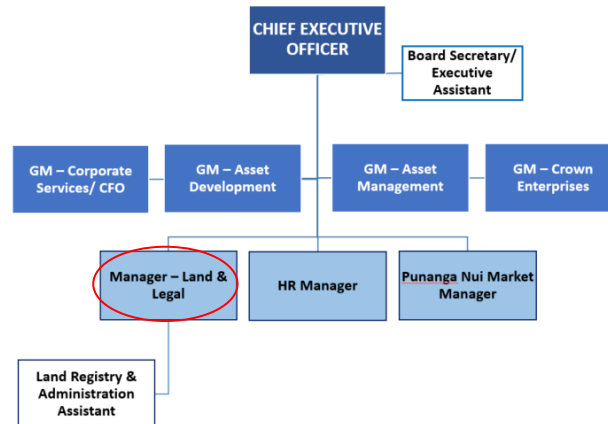
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure 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



ORGANISATIONAL STRUCTURE



POSITION SUMMARY

The Manager – Land & Legal is a key leadership position for CIIC, and is expected to work in accordance with the strategic direction set by the CEO and Board, in partnership with CIIC's CEO. The Manager Land & Legal is the senior executive in relation to land and legal matters who is expected to be committed to building a strong Cook Islands nation, and to the positive development of the Cook Islands people, culture and professional environment. This position is responsible for the oversight of the Corporation (CIIC and CIGPC) / Crown land matters and the Corporation's legal matters..

The Manager - Land & Legal reports directly to the CEO of CIIC and works closely with the GMs; GM Asset Development, GM Asset Management, GM Crown Enterprises and GM Corporate. The Individual is also expected to work collaboratively with key personnel in the public sector, including the Solicitor General.

Accountability for performance will be effected through regular meetings with the CEO, monthly reports to the Board and an annual performance review on the achievement of key accountabilities in accordance with required standards, and the execution of the required skills, behaviour and personal qualities.

This position has delegated financial authority.

KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position	Key Performance Indicators
<p>KRA 1: Strategy and Policy</p> <ul style="list-style-type: none"> - Contribute to the CIIC strategy and statement of corporate intent. - Ensure the objectives of the division are effectively and efficiently achieved through the development and implementation of policies, 	<ul style="list-style-type: none"> • Contribution to the CIIC strategic and annual business plans, and statement of corporate intent and other relevant documents. • Strategic advice to the CEO regarding the implementation of plans, opportunities and risks, in doing so balancing a long term view of resourcing, crown and stakeholder needs, for the division, and more broadly the organisation.

<p>strategic, annual business plans, project plans and work plans.</p>	<ul style="list-style-type: none"> • Development of CIIC Land & Legal division long term, medium term and annual strategies and plans. • Effective oversight and advise on the strategic direction of land & legal under CIIC's purview. • Development and implementation of a strong policy framework to support the achievement of planned work. • Ensure the functional and sustainable management of the asset development function in the realignment and strengthening of the CIIC group • Provide strategic oversight and proactive management on all of the organisation's and divisional opportunities and threats. Assist CEO an executive team to manage organisational risks. Manage division's risk matters, regular reporting thereof and implementation of mitigation initiatives.
<p>KRA 2: Divisional Operational Management</p> <ul style="list-style-type: none"> - Responsible for the Division. - Responsible for managing divisional resourcing, annual appraisals, and making recommendations on changes, remuneration, training & development, and mentoring staff and maintaining high-performance. - Facilitate documentation of comprehensive Crown Land Policies. 	<ul style="list-style-type: none"> • Successful achievement of the goals and objectives set out in strategic and operating plans (triennial, annual business and project plans) in accordance with specified budget, timeframe and policy • CEO and Board via the CEO is regularly informed on the organisation's progress against plans • Facilitate the effective delivery of government services to the general public to the satisfaction of all stakeholders. • Expressed satisfaction by staff • Follows through on commitments • Maintains staff work-life balance • Expressed satisfaction of the division's performance by the CIIC CEO and Board. • Provide oversight and proactive management on all Division's H&S and risk matters, regular reporting thereof and implementation of mitigation initiatives <p>Financial</p> <ul style="list-style-type: none"> • Timely delivery of annual budgets, business plans and related financial reports for the division. • Timely delivery of plans and related financial reports for divisional projects. • Regular reporting to the CEO and Board on the financial performance the Division and its projects • Ensuring activities comply with financial management policies and procedures • Assets are acquired, maintained and disposed of in accordance with their respective approved plans, policies and procedures. <p>Human Resources</p> <ul style="list-style-type: none"> • Strong leadership of the organisation and division to ensure the motivation and

	<p>commitment of staff to realise the relevant vision and objectives</p> <ul style="list-style-type: none"> • Development and execution of a human resource management plan to ensure that the Division has the appropriate personnel. • Ensure compliance with effective human resource management policies and procedures (including contractor) • Completion of staff performance management procedures in a timely manner. <p>Land & Legal Policies</p> <ul style="list-style-type: none"> • Assist the Management Team, as necessary in the scoping, drafting, consulting, on Crown Land & Legal Policies. • Strive to achieve consistency across Crown Entities vendor arrangements, in respect to conditions including fees. • Maintain a Land & Legal Manager permanent desk file detailing all standard land day-to-day policies and procedures, including templates for usual land arrangements and legal matters.
<p>KRA 4: Land Advice, Support & Management</p> <ul style="list-style-type: none"> - Timely provision of accurate information and guidance in response to Crown Land enquiries. - Efficient Management of Crown Land interests in Rarotonga and the Pa Enea. - Effective Administration of the Land Asset Management System (AssetFinda). 	<p>Land Advice and Support.</p> <ul style="list-style-type: none"> • Trusted advisor to the CEO and Board of CIIC, providing informed guidance on all Land matters; • Provision of reporting to the Management Team, CEO and Board of CIIC, including dashboard reporting, so the Corporation has a high level view of its land portfolios. • Provision of risk reporting on a land matters • Provision of accurate financial information and budgets, on Crown land obligations (some of which will need to be estimated), now and in the future. • Colleagues are adequately equipped to provide necessary Land situational reports to Crown Agencies, Tenants and Other stakeholders as requested; • Collation of documentation, and preparation of background memos, when instructing the Crown Law Office or External Counsel on Crown land issues; and • Timely assistance, and guidance, to the Public and Community organisations seeking Crown Land information. <p>Land Management</p> <ul style="list-style-type: none"> • Positive and proactive communication is undertaken with landowners, Communities and stakeholders on all aspects of Crown Land management; • Current arrangements (for example lease agreements, proclamations, warrants, MoUs) are in place for every parcel of land occupied by the Crown;

	<ul style="list-style-type: none"> • Crown is paying compensation and rentals to landowners on a timely basis as outlined in Crown/Landowner arrangements. • Rent reviews are undertaken on a timely basis as outlined in Crown/Landowner arrangements; • Crown is monitoring and complying with all conditions of its land occupation. • Crown is surrendering land in its portfolio, no longer needed for public purpose. • Current arrangements (for example lease agreements) are in place for every parcel of land occupied by a tenant*, on Crown land; • Crown is monitoring its Crown / Tenant* arrangements are complying with the conditions of occupation. • Assistance and advice on new Land development matters, including consultations, negotiations, procuring technical reports, valuations etc • Facilitating and coordinating representation for the Corporation on land matters, in Court, arbitrations etc • Representing the Corporation on land matters where required. • Facilitation of ancillary land matters where required including maintenance matters. <p>* Excludes CIIC household tenants, which are managed by a separate team</p> <p>Asset Finda</p> <ul style="list-style-type: none"> • 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; • Establishment of a diary reminder system, within AssetFinda, to generate prompts for issuing notices, activating rights of renewal, undertaking rent reviews, signalling lease final expiry date, etc. • Oversee on-the-job training of the Asset Management system (AssetFinda), to ensure easy accessibility to land information across the organisation and Government.
<p>KRA 5: Provision of legal advice and thought leadership</p>	<ul style="list-style-type: none"> • Lead provision of high quality, efficient and effective independent legal services for the Corporation • Deliver thought leadership on legal matters • Support and lead one legal view for the Corporation, working collegially with colleagues • Provide robust, solutions-focused advice on and lead issues of significant legal complexity and/or urgency • Be persuasive with senior leaders to ensure the Corporation is always operating lawfully • Proactively lead the Corporation's legal contributions to the development of strategy, policy and legislation

	<ul style="list-style-type: none"> • Ensure consistency of legal advice and litigation practices by introducing and maintaining precedent systems • Provision, undertaking, engagement of legal work , and, or peer review for the Corporation, including and not limited to legal advice, deeds of arrangements, contracts, commercial undertakings, joint venture agreements, memorandums of understandings, employment agreements, supplier arrangements, procurement matters, official information request responses, tenancy agreements, and sale and purchase agreements • Work with the GM Crown Enterprises, on Crown Enterprise matters including managing warrants, appointments, Companies Office matters, articles of association, constitutions, registrations, re-registrations, renewals, annual returns and the like • Maintain and share current knowledge of the Cook Islands Investment Corporation Act, our SOE Acts and other legislation applicable to the Corporation. • Work with Crown Law and other parties in terms of developing and revising the Corporation, subsidiary and legislation applicable to the Corporation
<p>KRA 6: Divisional Project Delivery (planning, organising, implementing, reporting and monitoring activities and projects related to CIIC/ CIGPC/ Crown. SOE land matters)</p> <ul style="list-style-type: none"> - Takes project ideas and develops them into realizable project proposals, concept notes, activity plans and/or business cases for approval and implementation; - Identifies resourcing requirements for projects/activities, prepares (and negotiates) annual division workplans and budgets; - Assigns roles and responsibilities to staff, and where required, establishes project-specific teams to manage and/or implement projects or sub-projects; - Facilitates stakeholder engagement, input and ownership of project plans, strategic objectives and expected outcomes; - Resolves project issues, develops solutions to complex problems and takes corrective action as necessary; - Communicates progress, performance and status upwards and to stakeholders. Provides regular progress and financial 	<ul style="list-style-type: none"> • Demonstrates project and activity management leadership • Shows flexibility and adapts to changing and challenging situations • Maintains professionalism when communicating with staff, fellow employees and external stakeholders including during difficult situations • Fosters good working relationships internally and externally • Obtains clear approvals and sign-offs where required • Effectively manages expectations and follows through on commitments • Leads collective input to achieve optimal outcomes • Conducts self in line with Corporation and Government ethics, policies and procedures • Achieves agreed project milestones and annual workplans • High-level of autonomy, commitment, and attention to detail • Complies with CIIC and Government activity management systems • Effective financial management of allocated budgets • Expressed satisfaction by the CIIC CEO, Board, and/or external stakeholders.

<p>reports to stakeholder groups as required;</p> <ul style="list-style-type: none"> - Reviews and directs changes where needed to overcome issues or realise opportunities. Ensures those affected by change are well informed; - Identifies, monitors and effectively manages risks and issues that may affect successful delivery of the division's workplans; - Manages/leads projects/activities as required from inception through to successful completion. 	
KRA 7: Other Projects	<ul style="list-style-type: none"> • Undertake and, or assist with projects as directed by the CEO.
<p>KRA 8: Stakeholder Relationship Management</p> <p>To ensure that strong relationships are maintained with</p> <ul style="list-style-type: none"> - the CEO, Board, Minister; - the Corporation's key external stakeholders including the leaders in government and the commercial sector, state-owned enterprises, Pa Enua governments, landowners and community leaders 	<ul style="list-style-type: none"> • Dynamic, collaborative and effective working relationship with the CIIC CEO and staff. • Development and execution of a plan to ensure that all key stakeholder relationships are identified and effectively managed, and that appropriate communication mechanisms are applied • Regular and timely consultations and communications to the public regarding projects • Effective representation of CIIC at meetings, conferences, on committees

WORK COMPLEXITY

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

1	Managing land and legal matters on time, within budget and to quality standards in a resource constrained/competitive environment
2	Managing multi-stakeholder expectations of projects/programmes, some of which may conflict.
3	Contributing to the strategy and leadership of CIIC.

AUTHORITY

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

Financial	Yes
Staff	Yes, managing various staff and contractors
Contractual	None

FUNCTIONAL RELATIONSHIPS

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

Internal	Nature of Contact	External	Nature of Contact
<ul style="list-style-type: none"> Chief Executive Officer 	Establishing work requirements, inputs and expectations. Developing schedules, budgets and resourcing requirements. Ongoing communications i.e. on progress & status updates. Performance monitoring.	<ul style="list-style-type: none"> Crown Law 	Maintain professional network, project updates
<ul style="list-style-type: none"> Board of Directors 	Monthly reporting or impromptu updates on progress or issues as required by the CEO	<ul style="list-style-type: none"> Ministry of Finance & Economic Management 	Procurement, budget & TVP matters, project updates (PCC)
<ul style="list-style-type: none"> Management & staff 	Maintain team cohesion across the organisation, provide support as needed to achieve CIIC objectives	<ul style="list-style-type: none"> Infrastructure Committee 	Maintain professional network, project updates (PCC)
<ul style="list-style-type: none"> Land & Legal staff and contractors 	Establishing shared goals, objectives, roles, priorities, and work programmes. Offering and providing technical support, advice and solutions. Performance monitoring and appraisals.	<ul style="list-style-type: none"> Government agencies SOEs and Island Governments 	Engagement as needed on project proposals, ensuring affected stakeholders support project plans and relevant approvals are received.
		<ul style="list-style-type: none"> Contractors, suppliers and Consultants 	Ensuring contracted works/services are completed to quality standards.
		<ul style="list-style-type: none"> Development Partners 	Engagement on project-specific matters including timely reporting on funded programmes
		<ul style="list-style-type: none"> Other project stakeholders i.e. landowners, civil society organisations, etc 	Soliciting support for planned projects / initiatives and input as needed

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 in Law and admitted to the Cook Islands bar	Masters in Law and facilitated CPD courses across public sector, legal.

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)
Minimum of 5 - 10 years in a legal role(s) in the public sector or corporate environment.	10+ years' or more working experience at a senior level in a legal role in the public sector.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

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

Expert level	<ul style="list-style-type: none"> Senior legal experience Knowledge and understanding of CIIC Act 1996, MFEM Act, employment relations and health and safety legislation, PERCA Act
Advanced level	<ul style="list-style-type: none"> Knowledge and understanding of the Cook Island Government planning, policy and funding management cycles. Fluent at an advanced level in oral and written in Cook Islands Maori.
Working Knowledge	<ul style="list-style-type: none"> Working knowledge managing multiple projects or programmes of projects Knowledge of the local building construction industry and infrastructure sector Experience of team work involvement and contribution Thorough knowledge of Microsoft Package such as Access, Visio and adaptable to system changeover for improvement and/or upgrade.
Awareness	<ul style="list-style-type: none"> Experience working for a multifaceted organisation Knowledge and experience in all aspects of strategy and business planning Knowledge and experience in all aspects of staff management Knowledge and experience in all aspects of project management, including asset development, building construction projects Computer literate with basic knowledge of a variety of Microsoft packages (Excel, MS Project),AssetFinda, Smartsheets and adaptable to system changeover for improvement and/or upgrade Demonstrate conceptual and analytical skills and proven problem solving and negotiation skills with the ability to respond quickly and effectively. Ability to work productively in a team environment. Excellent standard of written and spoken English and a basic ability to communicate in Cook Islands Maori. Experience in government account reconciliation or multifaceted organisation

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