



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	Manager, Government Facilities Development (GFD)
Division	Asset Development
Responsible To:	General Manager – Asset Development
Responsible For:	GFDD Team (staff and contractors)
Job Purpose:	The GFD Manager is responsible for leading and managing CIIC's in-house projects team. This role involves providing strategic direction, overseeing and implementing project management processes, and ensuring the successful delivery of projects in alignment with the organisation's objectives.
Job Classification:	N/A
Date:	12 October 2023

AGENCY VISION

The CIIC vision 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:

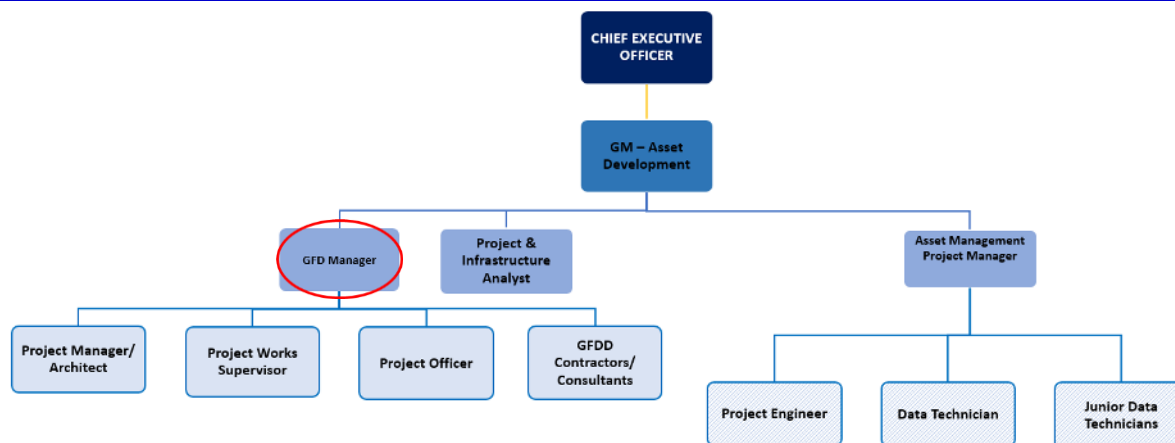
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure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



POSITION SUMMARY

The position sits within the Asset Development Division of CIIC. The Division is tasked with the development of specific infrastructure projects associated with government buildings and facilities, a responsibility predominantly under the purview of the GFDD. The Division is also responsible for implementing the new cross Government Asset Management framework and the Infrastructure Committee Secretariat.

The GFDD team comprises of project and design professionals, both full-time employees and individuals contracted for specific projects. Whilst the value of projects assigned to GFDD varies and is dependent on funding approvals, these may range year on year from \$2M up to the current \$12M and may involve small improvements to existing buildings or redevelopment projects.

An important consideration factor in all CIIC projects is buildability, value for money and sustainability. It is crucial yet challenging to provide solutions that are fit for purpose and achieve the before mentioned outcomes for the benefit of Cook Islands people. The GFDD Manager and team are central to enabling this process and outcomes, working in collaboration with the wider Division and organisation, and our key stakeholders.

The key results areas of the GFD Manager, as defined in the following section are:

1. establishing GFDD annual work plans and project prioritisation in alignment with CIICs Statement of Corporate Intent (SCI);
2. GFDD leadership and operations management;
3. delivering various projects and activities;
4. ensuring appropriate level of engagement and collaboration with various stakeholders;
5. continual improvements to systems, processes and project management capacity.

KEY RESULT AREAS (KRA'S)/OUTPUTS	
KRAs for this position	Key Performance Indicators – job holder is successful when:
KRA 1: Strategy and work plans Establishing GFDD work plans in alignment with CIIC Statement of Corporate Intent	<ul style="list-style-type: none"> • Works effectively with the GM and CEO to develop annual workplans and priorities aligned to the KRAs set out in the CIIC statement of corporate intent; • Good progress towards achieving GFDD KRAs demonstrated in monthly GFDD projects pipeline reporting; • Achievements at year end are in line with agreed targets; • Effective contributions are made to establishing CIICs SCI KRAs, refreshed annually on a 4-year horizon; • Adapts to changes, unplanned events/projects in work plans, and effectively communicates impacts.
KRA 2: Leadership and operations management	<ul style="list-style-type: none"> • There is clear demonstration of project and activity management leadership; • Cohesion and performance of the GFDD team remains consistently high; • Clear direction and targets are set for the team and communicated to upwards and outwards as necessary; • Expert advice is provided/solicited to enable informed decision making; • Expectations are managed effectively through clear communication; • Resourcing is allocated efficiently (people, technology & budgets) and effectively monitored. Corrective action taken as necessary; • Performance reviews, development plans and recruitment processes are conducted in a timely manner, under the guidance of HR Manager and in line with CIIC HR Policy; • Changes and challenges are approached with flexibility and solutions-focused; • Communication is open and collaborative, buy-in and shared ownership is attained, and feedback is taken and given constructively; • He/she works effectively as a team member, shows initiative, and leads by example; • Commitments are followed through on; • Reports (formal & informal) on plans and progress are provided in a timely manner, including to the GM, CEO and Board; • Best practise project management and compliance with Government and CIIC Policies and legislation is applied; • There is prudent allocation of project funding and financial management; • Staff mentoring is provided to build local/in-house capacity; • There is proactive management of the Division's H&S and risk matters, regular reporting thereof and implementation of mitigation initiatives; • Fills gaps or provides temporary relief to ensure projects and priorities remain on track; • Clear approvals and sign-offs are obtained.
KRA 3: Project Delivery Effective project management and oversight	<ul style="list-style-type: none"> • Project ideas are developed into realizable project proposals, concept notes, activity plans and/or business cases for consideration; • Project inputs, in-house or externally sourced, are assigned /contracted and outputs are delivered to the required standards, budgets, and timeframes; • Procurement of goods and services follow the Government Procurement Policy and clear approvals obtained; • Stakeholders provide input and own project plans, strategic objectives and expected outcomes; • Project issues are resolved in a timely manner and corrective actions are implemented as necessary;

KRAs for this position	Key Performance Indicators – job holder is successful when:
	<ul style="list-style-type: none"> • Progress, performance and status is communicated upwards and to affected stakeholders; • Budgets are managed well and in line with financial policies & procedures; • Project risks and issues are managed effectively and elevated to upper management where necessary, in a timely manner; • Project reporting is completed in a timely manner from inception through to completion; • Asset registers and maintenance plans transferred to Asset Management Division and registered in AssetFinda upon completion; • Ongoing support provided for defects corrections and functional support to users post handover.
KRA 4: Stakeholder Relationship Management	<ul style="list-style-type: none"> • Collaborative and effective working relationships are maintained with the internal and external stakeholders; • There is timely consultations and comms to the public regarding projects; • Good working relationships are fostered with the private sector and key infrastructure partnering agencies.
KRA 5: Continuous improvements to systems, approaches and capacity	<ul style="list-style-type: none"> • Ongoing efforts persist to improve the efficiency and effectiveness of processes, systems, procurement and project delivery; • Personal and team capacity development initiatives are linked to CIIC vision, objectives and KRAs; • Positive and negative feedback are applied constructively in short to long-term development plans.
KRA 6: Contributing to CIICs Values	<ul style="list-style-type: none"> • Active participation in CIIC retreats, staff gatherings and special events. • Positive attitude and professional demeanour and appearance is maintained at all times; • The approach to work demonstrates a clear embodiment of CIIC values.
KRA 7: Workplace Health and Safety	<ul style="list-style-type: none"> • Responsibility is taken for maintaining a healthy and safe workplace; • Health and Safety regulations for the various work sites are adhered to; • There is proactive identification and management of hazards; • Workplace Health and Safety is monitored and any deficiencies are brought to the attention of the GM or HR Manager in a timely manner;

WORK COMPLEXITY

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

1	Delivering projects on time, within budget and to quality standards in a resource constrained environment
2	Managing multi-stakeholder expectations of projects/programmes, some of which may conflict.
3	Maintaining high performance team and work-life balance.
4	Ongoing prioritisation of time and resources.

AUTHORITY

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

Financial	Up to \$1,000, or to a maximum of \$30,000 with GM and CEO prior approval.
Staff	Yes, managing various staff and contractors
Contractual	Purchase orders up to \$1,000, and to a maximum of \$30,000 with GM and CEO prior approval.

FUNCTIONAL RELATIONSHIPS

Internal	Nature of Contact	External	Nature of Contact
GM, Asset Development	<u>Heavy</u> : Establishing shared goals, objectives, contract & expenditure approvals, progress & status updates.	Ministry of Finance & Economic Management (MFEM), Infrastructure Cook Islands (ICI)	<u>Light</u> : Procurement, budget & TVP matters, project updates, professional networking, project planning, resource negotiations, work scheduling.
CEO, Board of Directors	<u>Medium</u> : Establishing working relationships and project direction, monthly & bi-monthly reporting via GM	Government agencies SOEs and Island Governments	<u>Light</u> : Stakeholder engagement as needed on project proposals, plans, work programmes, etc
Management & staff	<u>Medium</u> : Maintain team cohesion, and technical support across the organisation.	Contractors, suppliers and Consultants	<u>Medium</u> : Procurement of goods & services, contract & works design, implementation and/or management.
GFDD Team	<u>Heavy</u> : Establishing shared goals, objectives, roles, priorities, and work programmes. Offering and providing technical support, advice and solutions. Performance monitoring and appraisals. Contract management.	Development Partners	<u>Light</u> : Engagement on project proposals, plans, reporting on funded programmes
Other Asset Development Division staff:	<u>Medium</u> : Contribute to broader Division KRAs, team cohesion, provide and receive technical support.	Other project stakeholders i.e. landowners, civil society organisations, etc	<u>Light</u> : Stakeholder engagement on project proposals / 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 or similar qualification in a relevant field such as Engineering, Architecture OR Project Management	Certified Project Management Professional (PMP) or Program Management Professional (PgMP) 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 number of years to be competent)	Desirable: (target number of years you are looking for)
5 years' experience leading a project unit or division within the public sector	5 years public sector project management (direct or contracted)

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> Comprehensive knowledge of one or more areas of project management, engineering or architecture Highly developed analytical skills and problem solving Demonstrated commitment to developing and maintaining specialist skills and knowledge in own area of expertise. Understanding of the construction contracting. Excellent relationship management skills with a proven ability to build strong relationships. Ability to produce and recognise high-quality work and provide peer support and coaching to staff and colleagues. Strong communication skills (written and spoken) and effectively managing stakeholders, including public, media and development partners.
Advanced	<ul style="list-style-type: none"> Effective team management and leadership skills, and capacity development. Computer literacy, with competence in using the Microsoft suite of products, dashboards, and project management software (i.e. Ms Project and/or Smartsheets, or other). Technical subject matter expertise in the application of project management methodologies. Experience in the Cook Islands and/or Pacific community. Knowledge and understanding of supply-chain trends. Knowledge in all aspects of building design and construction processes. Experience in procurement and project strategic planning and program management.
Working	<ul style="list-style-type: none"> Public sector project experience including project/activity management systems Honest, high level of integrity and outcomes/solutions-focused.
Awareness	<ul style="list-style-type: none"> Cook Islands Economy and issues faced by the Cook Islands. Cook Islands' political, economic, cultural and social structures. Cook Island Government activity management system (Tarai Vaka Process), Procurement Policy, and infrastructure sector (public and private sectors).

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:

GM Asset Development

Date

Employee

Date