JOB DESCRIPTION

Job Title:	Asset Analyst
Division:	Asset Management Division
Responsible To:	Buildings and Projects Manager
Responsible For (staff):	Nil
Job Purpose:	The Asset Analyst is responsible for conducting data analysis on assets, providing insights and maintaining the Asset Finda and Smartsheets systems. The role supports the Buildings and Projects team in optimising maintenance processes and ensuring accurate asset tracking and reporting.
Date updated:	June 2025

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
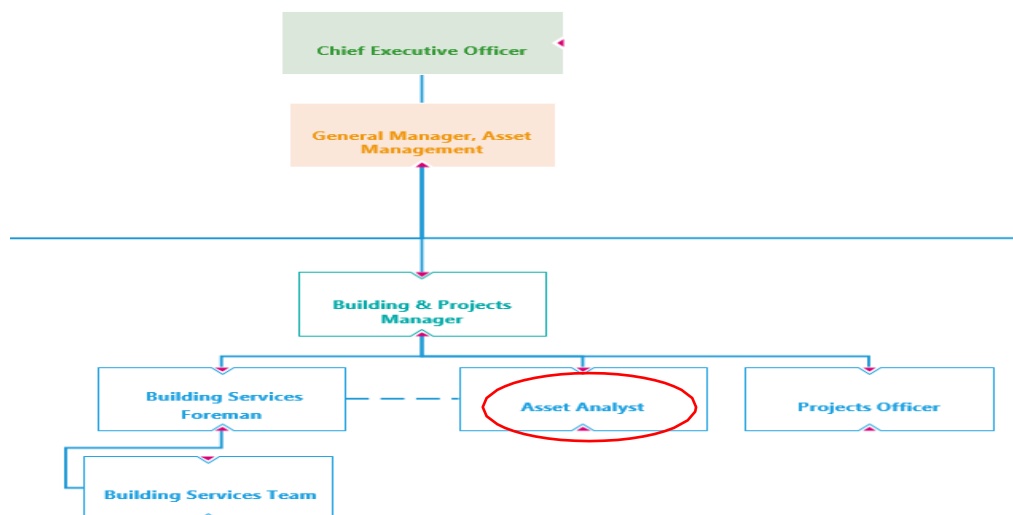8. Seabed mineral assets and enterprises

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.

ORGANISATION CHART:

This position sits within the Asset Management Division of CIIC. The Division is responsible for the care, management and optimal use of public assets. This includes maintaining and improving public buildings, sports facilities, parks, reserves and amenities, while developing and implementing comprehensive asset management strategies to ensure long-term sustainability and value to the community.

KEY RESULT AREAS (KRA'S)/ OUTPUTS:

KRAS FOR THE POSITION:	KEY PERFORMANCE INDICATORS:
KRA 1: Strategic data analysis and insights Deliver in-depth analysis and insights to support data-informed decisions around asset planning, lifecycle management, and investment.	• Prepare and submit quarterly asset performance reports before end of each quarter. • Deliver monthly insights to management, including lifecycle forecasts and risk alerts for critical assets • Maintain accuracy in data input, verified through monthly audits • Develop at least one predictive model per year to inform capital or maintenance planning
KRA 2: System management and integration Maintain and improve asset systems, ensuring accuracy, reliability, and integration across platforms.	• Achieve system uptime each quarter (Asset Finda, Smartsheets) • Log and update asset changes (new, disposed, transferred) in a timely manner • Coordinate with IT and other divisions for any approved changes or upgrades • Lead quarterly reviews of system functionality and data health • Ensure GIS or other visual mapping features are kept up to date for asset locations where applicable
KRA 3: Reporting, visualization and benchmarking. Present information in	• Create and distribute interactive dashboards or summary visual reports monthly • Include benchmarking against past performance or industry standards in all major reports

ways that are accessible, visual, and aligned with CIIC's decision-making needs.	• Deliver bi-annual presentations to internal teams on trends and insights • Introduce one new visualisation or reporting improvement each quarter • Ensure reports meet management and stakeholder expectations, with 90% satisfaction in feedback
KRA 4: Process improvement and innovation Continuously improve asset management processes through innovation and system feedback.	• Identify and document at least one improvement opportunities per quarter • Implement one approved improvement per year with measurable efficiency gains • Demonstrate improvements in processing time or data quality on implemented changes • Maintain an improvement log with actions taken and outcomes, updated quarterly
KRA 5: Collaboration and integration Work closely with internal teams to align asset insights with financial, operational, and project planning needs.	• Actively contribute to at least one cross-functional initiative per half year • Ensure asset data informs planning documents (e.g. concept notes, activity planning documents, budget bids, project briefs) • Meet regularly with project or operations teams to align data with current delivery needs • Keep a shared tracking log of team requests and responses, updated weekly
KRA 6: Contributing to CIIC's Values Be an active part of the CIIC team, supporting a culture of integrity, professionalism, and teamwork.	• Attend all team meetings. • Collaborate on cross-functional projects. • Deliver CIIC-aligned tasks on time. • Provide feedback for process optimisation.
KRA 7: Workplace Health & Safety Follow CIIC safety policies and promote a safe working environment.	• Maintain compliance with all workplace safety protocols. • Attend mandatory safety briefings. • Complete safety training by the end of the year. • Ensure safe use of analysis tools and software.
KRA 8: Stakeholder Support Provide data-driven insights to support other teams and stakeholders.	• Respond to 90% of stakeholder data inquiries in a timely fashion. • Ensure all stakeholders receive bi-annual asset reports. • Achieve 95% satisfaction in stakeholder feedback surveys.

WORK COMPLEXITY:

This position encompasses a range of challenging activities undertaken (3-4 examples):

1	Ensuring the accuracy of asset data across multiple systems.
2	Managing multiple system updates and reporting requests simultaneously.
3	Implementing process improvements without disrupting ongoing operations.
4	Analysing complex data and providing actionable insights to stakeholders.

AUTHORITY:

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

Financial	Nil
Staff	N/A
Contractual	Nil

FUNCTIONAL RELATIONSHIPS:

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

Internal	Nature of Contact	External	Nature of Contact
Buildings and Projects Manager	Reporting on asset performance and analysis	Contractors	Consultation on asset data for maintenance
Buildings Services Supervisor	Collaboration on asset tracking and maintenance data	Government Agencies	Reporting on asset performance
General Manager, Asset Management	Providing data for strategic decision-making	Suppliers	Obtaining and managing system updates
Projects Works Supervisor	Providing data insights for project optimisation	External consultants	Receiving expert advice on asset management

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's degree in Data Analytics, IT, or Asset Management	• Certification in Smartsheets or other asset management systems
• Data analysis certification	• Project Management certification

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)
• 3+ years of experience in data analysis or asset management	• Experience working with public sector assets
• Expertise in using data management tools	• Experience with process improvement initiatives

KEY SKILLS/ ATTRIBUTES/ JOB SPECIFIC COMPTENCIES:

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

Expert	• Data analysis • System maintenance • Problem-solving • Asset management systems
Advanced	• Stakeholder communication • Process improvement
Working	• Reporting tools (Smartsheets) • Time management • Data visualisation
Awareness	• Health and safety regulations • Public procurement processes • Building maintenance processes

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