



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	Senior Project Engineer
Division:	Asset Development Division
Responsible To:	Senior Engineer
Responsible For:	N/A
Job Purpose:	<ul style="list-style-type: none"> Planning, Design, Implementation and/or management of selected buildings and infrastructure projects Collection and digitisation of asset management information Mentoring, training & development for junior staff.
Job Classification:	Service Delivery
Date updated:	August 2025

AGENCY VISION

The vision that CIIC aspires to contribute to is:

Ko te turanga tiratiratu I te puapinga o te iti tangata ka riro te reira I te akamatutu I te tupu'anga o te iti tangata, to tatou tango, no te tuatau ki mua.

“Quality public assets tht empower our people, our places, our future.”

CIIC's vision 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:

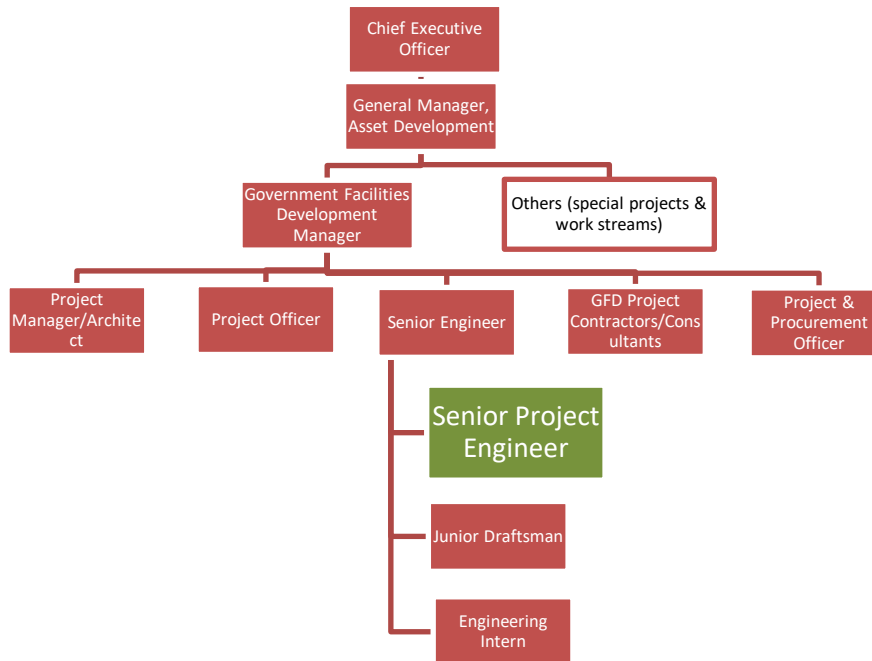
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure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



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position	Key Performance Indicators
KRA 1: Project designs and documentation	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> Development of technical/engineering designs drawings, specifications and reports for selected projects, or components thereof. Provide engineering advice to team members within the Asset Development and Asset Management divisions as required. Undertake design and/or specification reviews on work completed by others (internal or external) as required. Contribute to project prioritisation and forward works planning. Prepare project cost estimates when required for selected projects. Draft proposals (concept notes and Activity Planning Documents (APDs)) for selected projects. Documentation and advice is of high-quality and consistent with industry best practise, relevant statutory requirements, and building standards. Documentation is completed in a timely manner in line with overall project timelines. The required inputs and decisions from key stakeholders have been obtained and considered in the final designs and reports. The relevant government policies (i.e. Procurement, TVP, etc) are adhered to.
KRA 2: Asset Management Project - Data Collection & Digitisation	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> Lead or support field collection for registry updates, asset inspections, and condition assessments. Asset inspections, data collection and digitisation are completed as required, and comprise of: <ul style="list-style-type: none"> As- Built drawings <ul style="list-style-type: none"> Floor plans/layouts Design plans Condition grading Utilities network systems

KRAs for this position	Key Performance Indicators
	<ul style="list-style-type: none"> • Drone & aerial imagery of property • Assist in producing asset information for land or property identification, generally in the form of drone or aerial imagery, when required/requested by other divisions, i.e. land/legal or asset management divisions, within the agreed timeframes. • Effective support is provided to the Asset Management Project Manager or division in the assessment of asset conditions which may, from time to time, include the provision of engineering reports or expert opinion.
KRA 3: Project works monitoring and management	Jobholder is successful when: <ul style="list-style-type: none"> • Manage quality, risks and issues during project works implementation for selected projects. • Designs and specifications are clearly documented and understood by those charged with construction. • Inspections and test plans are established and implemented accordingly. • Risks and issues relating to engineering works, supply-chain, design and/or buildability are identified early and effectively managed. • A collaborative approach is taken to resolving issues with contractors and project teams. • The Senior Engineer maintains a high-level of autonomy, commitment, and attention to detail. • Obtains clear approvals and sign-offs where required • Proactively implementing on-site quality and inspection checks/tests.
KRA 4: Engineering and design mentoring	Jobholder is successful when: <ul style="list-style-type: none"> • Mentorship, training and guidance for junior staff members. • Support development plans and career progression for junior staff.
KRA 5: Contributing to CIICs Values	Jobholder is successful when: <ul style="list-style-type: none"> • Be an active part of the CIIC team. • A positive attitude and professional demeanor and appearance is maintained at all times. • Effective working and professional relationships are maintained with the project team, with contractors, and stakeholders. • Maintaining flexibility to changing and challenging situations. • Assisting and supporting the organisation on general matters when required.
KRA 6: Workplace Health and Safety	<ul style="list-style-type: none"> • Adhere to Health and Safety plans for the various work sites. • Potential Workplace Health and Safety deficiencies are brought to the attention of your manager. • Complying with all health and safety policies, requirements and instructions.

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Implementing projects (sometimes remote) with limited resources and capabilities while ensuring on time quality and cost effective achievement of project outcomes which address identified problems
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
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AUTHORITY

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

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
Senior Engineer	Heavy Establishing work requirements, inputs and expectations. Ongoing communications i.e. on progress & status updates. Performance monitoring.	Contractors, suppliers & consultants	Promoting 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.
Project Managers, design teams	Medium Negotiating, establishing shared goals, objectives and work programmes. Offering and providing technical support, advice and solutions. Team work and support.	Infrastructure Managers and Regulatory authorities	Routine 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
Junior Staff	Heavy Provide guidance on work requirements, inputs and expectations. Guiding daily work activities.	Project Stakeholders	Promoting Problem and solutions identification, investigations project/site information, proactive consultations
GM Asset Development and GFD Manager	Medium Providing technical advice. Communicating progress and status updates.		

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

Level of ability required for the job	
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. • Provides guidance, mentorship and encouragement to junior staff for skill development.
Advanced	<ul style="list-style-type: none"> • Demonstrates 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 operational planning and resource coordination • Proficient in AutoCad software for designs
Working	<ul style="list-style-type: none"> • Participates in 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 adapts strategies to achieve targets and adapts to changing circumstances • Able to think laterally and exercise sound judgement • Identifies opportunities for innovation and improvement • 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"> • Familiar with 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 • Recognises social and environmental safeguards principles
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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:

Manager

Date

Employee

Date