



JD Executive Officer
(EO)-AITUTAKI.pdf



**Office of the Prime Minister
GOVERNMENT OF THE COOK ISLANDS**

Private Bag Rarotonga, Cook Islands Phone (682) 25494, email: pmoffice.gov.ck

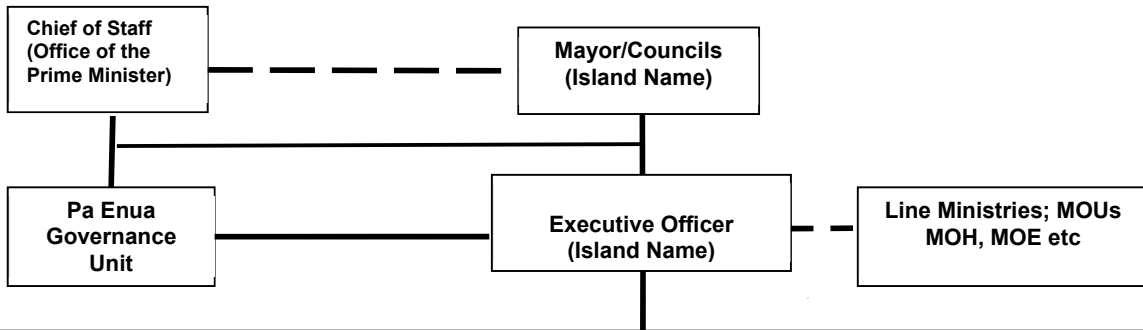
POSITION SUMMARY

Job Title:	Executive Officer (EO)
Organisation:	Island Government Administration - PALMERSTON
Responsible To:	Mayor and Chief of Staff
Responsible For:	18 Island Government Employees
Job Purpose:	<p>The Executive Officer is responsible for;</p> <ul style="list-style-type: none"> • Implementing the decisions of the Island Government. • Providing advice to members of the Island Government and any committee of the Island Government. • Developing annual business plan and budget in consultation with the Island Government. • Leading the delivery of Island Government services on the Pa Enua • Ensuring and promoting the efficient management of the Island Government and the effective performance of its functions and responsibilities. <p>The Executive Officer will work in close collaboration with the Mayor to provide the required administrative and managerial leadership in the delivery of Island Government functions.</p>
Job Classification:	Policy, Service Delivery, Regulatory, Corporate Support, Governance Job band: Jobwise Code:
Date updated:	July 2024

AGENCY VISION

“Sustainable development and livelihood through the provision and delivery of required efficient and effective services to the island residents and communities in close collaboration with the national government and key stakeholders.”

ORGANISATIONAL STAFFING STRUCTURE



Island Administration Outputs:

1. Corporate Services

- Administration
- Finance
- Human Resource Management

2. Council

- Governance
- Leadership
- Strategic Planning

3. Public Utilities

- Energy
- Water

4. Infrastructure & Ports

- Harbour maintenance services
- Airports maintenance services,
- Roads and Drainage maintenance services
- Heavy Machineries operations, services & maintenance
- Waste Management services
- Quarry operation
- Building & maintenance

5. Agriculture & Natural Resources

- Crops & vegetables
- Livestock
- Biosecurity
- Advisory

6. Social & Economic Development

- Tourism
- Culture
- Community developments
- Small business developments
- Education

KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>1. Administrative Leadership Subject to the direction of the Island Mayor, provide the required organisational management and administrative leadership in the delivery of Island Government services to the Pa Enea Communities;</p> <ul style="list-style-type: none"> • implementing the decisions of the Island Government • ensuring that all funds of the Island Government are managed, expended, recorded and accounted for properly • provision of best practice and business advice to members of the Island Government and any committees of the Island Government • ensure that all functions, duties and powers delegated to him or her, or to any person employed by the Island Government, or imposed or conferred by any Act, regulations or bylaws, are properly performed or exercised. • report on the progress of the implementation of the respective Island Government business plans especially in; <ul style="list-style-type: none"> • Infrastructure Services <ul style="list-style-type: none"> • Roads, Drainage, Water • Airport, Harbour, Waste Management • Crushing, Heavy Machineries • Energy • Finance and Administrations • Economic Development Services <ul style="list-style-type: none"> • Agriculture • Marine • Tourism • Social Support Services • compliance to any reporting instructions issued by the Chief of staff • providing timely and accurate information to the Mayor and to other stakeholders as required 	<ul style="list-style-type: none"> • Formal Council decisions are fully implemented • Compliance with MFEM Act and Cook Islands Government Financial Policies and Procedures • The policy advice provided to the Island Government is relevant, reliable and timely • The Island Government is satisfied with the performance of the EO measured against the expectations in the Job Description. • The progress reports are tabled with the relevant institution on time covering; <ul style="list-style-type: none"> • Infrastructure Services • Energy • Finance and Administrations • Economic Development Services • Social Support Services • The relevant report are tabled with the Chief of Staff within the period required • Reports are presented to Council in a timely manner.
<p>2. Performance Appraisal and Professional Development</p> <ul style="list-style-type: none"> • Evaluate and document the performance of employees and organisation productivity • Develop a Performance Appraisal plan which incorporates short cycles (weekly, bi-weekly, six monthly, or quarterly) appraisals, and longer (formal 6 months and annual) appraisals • Ensure the Performance Appraisal system is managed and aligns all the IG's people resources in order to achieve highest possible performance • Ensure PA is executed appropriately and in line with the Cook Islands Government Performance Appraisal Policy 	<ul style="list-style-type: none"> • Employees are assessed using the Cook Islands Government approved Performance Appraisal Framework (template) • A Performance Appraisal Plan is in place • Employees are informed and understand the Performance Appraisal Plan and the purpose • Employees understand the EOs expectations of them

<ul style="list-style-type: none"> • Ensure employees are aware of the compensations i.e. compensation, performance improvement, promotion, performance test validation, termination • Develop and Implement training and Professional Development Guidelines • Identify employees' professional and Training Development needs during Informal and Formal Performance Appraisal discussions • Sign off on Formal and Informal training needs for budgeting purposes 	<ul style="list-style-type: none"> • Employees understand how they are meeting the EO's expectations • Employees and EO are clear of the employee compensation • Employees development needs identified and training development agreed by both parties • Informal and Formal performance appraisals/conversation held are documented • Performance Appraisal method is fair, objective, impartial and informative
<p>3. Development and Risk Management Planning Implement the Planning Responsibilities of the Island Government through;</p> <ul style="list-style-type: none"> • Annual consultation and development of the IG Business Plans • Continual updating and adhering to the Island Community Sustainable Development Plan goals and directions • Annual Implementation and operationalisation of the Island Disaster Risk Management plan and systems. 	<ul style="list-style-type: none"> • Annual Business plan and budget is developed and approved in line with the MFEM budgeting criteria • Island's Community Sustainable Plan is developed, completed and approved for the Island Government • Island Disaster Risk Management Plans are in place and are fully functional
<p>4. Compliant to Legislative Requirements Implement policies conducive to effective Governance across the respective Island Government</p> <ul style="list-style-type: none"> • ensuring that all requirements applying under the Island Government Act 2012-2013, Public Service Act 2009, the Ministry of Finance and Economic Management Act 1995-1996 and the Public Expenditure Review Committee and Audit Act 1995-1996 are complied with in relation to all aspects of the administration and management of the Island Government 	<p>The business and operations of the Island Government complies with the overarching legislations that govern the use and management of resources allocated to the islands including finances and human resources.</p>
<p>5. Relevant and Collaborative working Networks</p> <ul style="list-style-type: none"> • Work, collaborate, network, partner and communicate with other agencies, key stakeholders and communities to build an effective support network; • Oversee the MoU with partners with deliverables on the islands in place, relevant and up to date 	<ul style="list-style-type: none"> • Improved situational awareness of program results and outcomes by partnering agencies, donors and stakeholders • A signed MoU is in place: <ul style="list-style-type: none"> • MoU is implemented and monitored with partners • MoU is reviewed to ensure relevance • Partners are satisfied with the working arrangements.

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-5 examples):</i>	
1	Budgetary limitations; Meeting the expectations of the Island Government and island communities within a service demanding public within a limited budgetary framework setting.
2.	Isolation and distances from Rarotonga. Geographically isolated island settings which is easily affected by issues such as transport including shipping of goods and materials, travel to and from the islands as well as communications to the islands.
3	Limited Private sector Employment; Low level of formal economic activity limits formal employment opportunities on the island and as a result the Island Government is relied upon to be the major employer.
4	Different way of doing things. The Island communities and the Island Government priorities are not always the same. Finding a balanced and middle ground between these two entities can be disruptive at times and can affect cost of service and local working relationships.
5	High Risk exposure; Making sure that risk factors are effectively managed to minimize negative impacts on the Island assets, resources and community livelihoods.
6	High Climate Change Vulnerability; Vulnerability to climate change induced risk will continue to impact on the livelihood of the Pa Enua communities. Implementing risk management strategies and making residents prepare themselves will be an on-going challenge for the Island Government.
7	High wear and Tear; Wear and machinery breakdowns always affects the delivery of services on the islands due to parts having to be sourced and procured from Rarotonga and overseas. This exercise takes time and delay services delivery

AUTHORITY

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

Financial	Has authority and is responsible for the effective management of the Island Government's Annual Budget Appropriation \$423,847
Staff	Has authority for overseeing the proper employment of <i>(insert number of employees)</i> Island Government employees.
Contractual	Has authority to sign contract for local on island services as well as external funding support

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
▪ Mayors/Councillors.	Heavy- Routine - Meetings Resolution	▪ Office of the Public Service Commissioner	Heavy; Policy Advice Promotion, Negotiations, staff development

<ul style="list-style-type: none"> ▪ Divisional Managers 	Heavy –Operations and Service delivery status, staff performance management	<ul style="list-style-type: none"> ▪ Office of the Prime Minister 	Heavy; Policy Advice Promotion, Negotiations, staff development, service delivery support
<ul style="list-style-type: none"> ▪ Employees 	Heavy –operations	<ul style="list-style-type: none"> ▪ Ministry of Finance and Economic Management 	Heavy; Financial and Budgetary advices, negotiations, support
<ul style="list-style-type: none"> ▪ Government Representatives 	Light –routine	<ul style="list-style-type: none"> ▪ Infrastructure Cook Islands ▪ Ministry of Agriculture ▪ Audit ▪ Ministry of Health ▪ Ministry of Justice ▪ Ministry of Education ▪ Police ▪ Other government ministries ▪ Donor Agencies ▪ NGOs ▪ Island community members ▪ Fishermen ▪ Growers 	<p>Heavy; Infrastructure project delivery services, advice, negotiations</p> <p>Routine; Technical advice, Project delivery, Negotiations, support</p> <p>Routine; Advice, support</p> <p>Minimal</p> <p>Minimal</p> <p>Minimal</p> <p>Minimal</p> <p>Minimal</p> <p>Minimal, Negotiation and Fund raising</p> <p>Minimal</p> <p>Heavy; Collaborations, consultations and feedback on service feedback.</p> <p>Medium-when required</p> <p>Medium-when required</p>

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 degree in relevant discipline Management and leadership qualifications	Post graduate qualifications in relevant disciplines Tertiary level qualification in Management

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)

<ul style="list-style-type: none"> ▪ Minimum of 10 years' experience in a senior level management position within Public Sector or in a large sized and very complex organisation, that delivers different ranges and types of services including; Infrastructure – roads, water, harbour, airports, machinery workshops, Energy, Economic Development and Youth Gender as well as community support services 	<ul style="list-style-type: none"> ▪ Minimum of 15 years' experience in a senior level management position within the Public Sector or in a large sized and very complex organisation that delivers different ranges and types of services including; Infrastructure – roads, drainage water, harbour, airports, machinery workshops, waste management Energy, Economic Development and Youth and Gender , community support services as well as Environmental protection activities
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KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> ▪ Strong leadership, with the ability to lead, address and resolve the operational and developmental issues confronting the Island Government and or the island Communities in close collaboration with others, across the spectrum of Island Governments, stakeholders including, Island Communities, National Government Ministries, NGOs, CSOs ▪ Ability to bring new innovative ideas and solutions to the delivery of Island Government services and in progressing their developmental priorities to achieve for the Pa Enua communities improved livelihoods ▪ Strong understanding of Cook Islands Government Financial Management Procedures and Policies ▪ A person that is dynamic, challenging, with high level of integrity and honesty.
Advanced	<ul style="list-style-type: none"> ▪ Ability to seek out opportunity for socio-economic development and take advantage and drive efforts to achieve the development goals of the Local and Island Government ▪ Compliance to the Relevant Government Legislations requirement and polices; <ul style="list-style-type: none"> • PSC Act 2009 • MFEM Act 1995 <ul style="list-style-type: none"> ▪ Procurement Policies • PERCA Act 1995 • Island Government Act 2012-2013 • Disaster Management Act 2007 ▪ Budget and Business Plan Development ▪ Ability to make sound judgement under pressure with strong policy development capabilities ▪ Self-motivated, disciplined, responsive and reliable ▪ Community development and risks management focussed ▪ Strong interpersonal skills including advocacy, public speaking and presenting ▪ Communication skills especially in oral Maori and in oral and written English ▪ Ability to motivate and influence councils, staff and community to achieve performance goals expectations
Working	<ul style="list-style-type: none"> ▪ Computer literate and able to operated MS word systems ▪ Project Management and Negotiation skills ▪ Occupational health and safety (OSH) ▪ Legislations and regulations governing the operations of airports and harbours ▪ Waste management issues – including local pollution risks ▪ Climate change related risks and trends

Awareness	<ul style="list-style-type: none"> ▪ Environmental- land, biodiversity, marine issues ▪ Social and cultural development issues – including language and performing arts
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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:

HoM/Manager

Date

Employee

Date