



Office of the Prime Minister – Koutu Mana Tutara o te Ipukarea
GOVERNMENT OF THE COOK ISLANDS – Kavamani o te Kuki Airani
Private bag, Rarotonga Cook Islands Phone (682) 25 494

POSITION SUMMARY

Job Title:	Assistant Secretary to Cabinet Services
Division:	Cabinet Services
Responsible To:	Secretary to Cabinet Services
Responsible For:	1 staff
Job Purpose:	<ul style="list-style-type: none">• This position will deputize the Secretary to Cabinet in providing an effective and efficient administration of the Cabinet Services Office and Executive Council and support the processing of all submissions to Cabinet.• The Assistant Secretary will provide the administrative point of contact between the agencies and the Secretary to Cabinet. The Assistant Secretary is also responsible for quality assurance and distribution of accurate Cabinet minutes.• The Assistant Secretary will provide administrative support to the Secretary in implementing the Cook Islands National Honors Award system and process of all submissions
Job Classification:	Function (Corporate Support, Governance) Jobwise Code
Date updated:	August 2024

AGENCY VISION

“A well governed, resilient and secure Cook Islands”

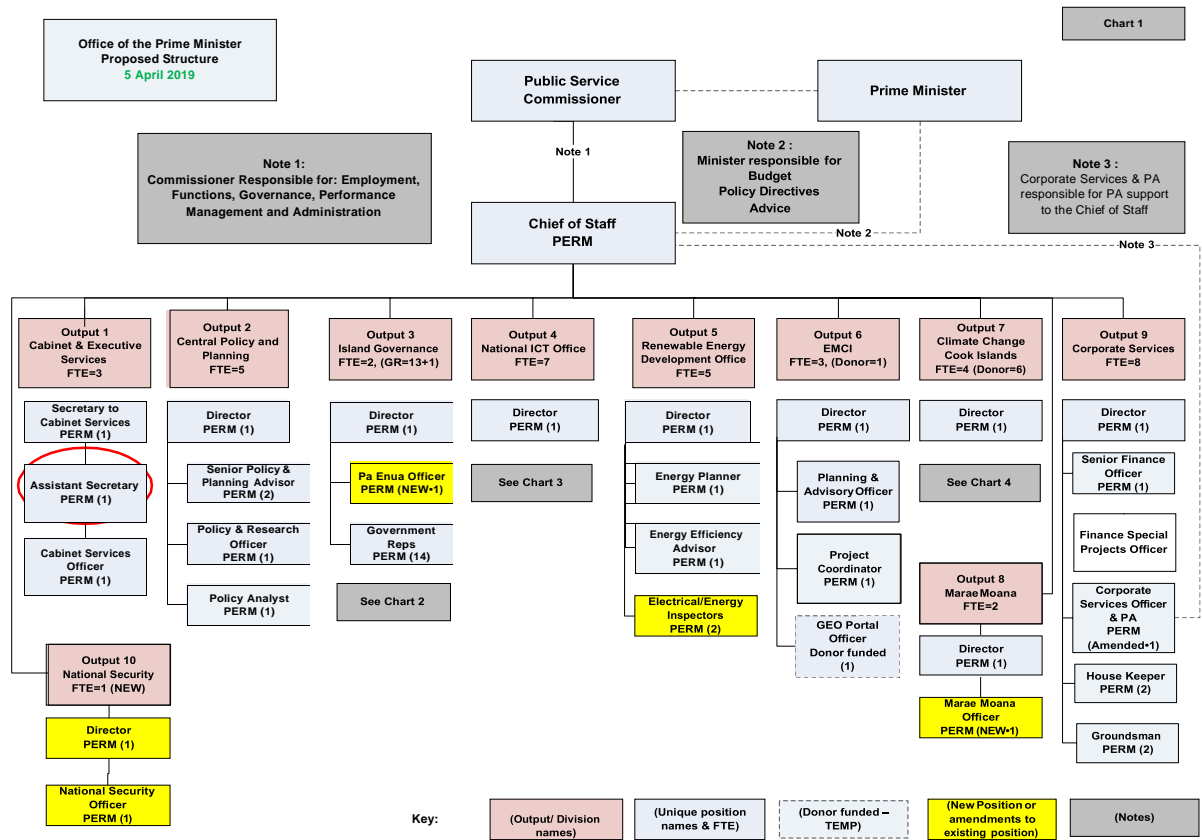
“Tūranga tūkatau, 'akaterē'anga tau 'ē te mātūtū”

AGENCY MISSION

1. To ensure that we deliver credible, responsive, impartial and ethical advice to our country, and government has confidence in our service;
2. To ensure the Public Sector is strong in its governance through effective policy development and innovation; and
3. To be resilient and secure, we need to be forward thinking, establish sustainable and secure practices and lead the nation to effective outcomes.



ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRA 1: Providing administrative support for Cabinet, Ministers and Executive Council	Key Performance Indicators (use SMART principles)
<ul style="list-style-type: none"> Supports the Cabinet Secretary through providing accurate advice and briefings to Cabinet prior to Cabinet meetings and ensuring Ministers can understand key issues quickly 	<ul style="list-style-type: none"> Cabinet Ministers and Caucus members are fully consulted before setting Cabinet meetings. Impartial secretariat services are provided to the Central Agencies Committee (CAC) prior to Cabinet Summary of Submissions are prepared for Cabinet Ministers and attached to agenda In absence of Cabinet Secretary, secretariat support is provided to Cabinet meetings to record the decisions

<ul style="list-style-type: none"> Supporting the provision of advice to the Queens Representative, Prime Minister and other Ministers on certain constitutional, policy and procedural issues (especially those contained in the Cabinet Manual) 	<ul style="list-style-type: none"> Sound advice is provided on relevant principles and procedures, including government activity pre and post-election across the government. Proactive provision of information to negotiating parties, briefings for incoming Ministers, and the law procedures concerning incoming and outgoing Ministers Training provided on the formation of Government and transitions between administrations Cabinet Ministers regularly briefed on the Cabinet Manual, processes and expectations on role as Cabinet Minister
<ul style="list-style-type: none"> Support Ministers Offices in their development of Cabinet Submissions and checking the submissions for requests for funding from Community Support Funds (CSF) and Social Responsibility Funds (SRF). 	<ul style="list-style-type: none"> Advice provided is objective and accurate within specified timeframes Positive feedback received from the Ministers offices with support provided in improving quality of cabinet submissions and funding requests, inclusive of training. CSF/SRF submissions are accurate and checked against policy
KRA 2: Providing effective support to government ministries and agencies in developing and delivering Cabinet Submissions	
<ul style="list-style-type: none"> Supports the Cabinet Secretary through providing accurate advice on Cabinet processes and submissions 	<ul style="list-style-type: none"> Advice provided is objective and accurate within specified timeframes Work produced is accurate, consistent and of high quality Briefing Ministers, ministerial staff, and department officials on central government and Cabinet processes and requirements
<ul style="list-style-type: none"> Ensuring Cabinet submissions confidentiality and security are maintained for current and future reference 	<ul style="list-style-type: none"> Database (paper and electronic) is maintained and tracking system is effective and efficient Cabinet Submissions are only released to "authorized" persons
KRA 3: Checking that the quality of Cabinet papers meet the requirements of the Cabinet Manual	
<ul style="list-style-type: none"> All cabinet submissions are checked to ensure that proposals have been fully consulted and papers are well presented Quality assurance role in checking that 	<ul style="list-style-type: none"> All cabinet, Cabinet/Caucus and Executive Council submissions have been received and reviewed for accuracy All Cabinet submission are of a high standard and substantiated that all relevant stakeholders have been consulted All Cabinet submissions are reviewed for accuracy and meeting the rules and

<p>submissions meet the requirements established by Cabinet and set out in the Cabinet manual including well defined problems, relevant analysis and options so that Cabinet is able to make effective decisions</p>	<p>guidelines as set out in the Cabinet Manual including timeframes</p> <ul style="list-style-type: none"> Any returned Cabinet submissions include a clear response that is accurate, specific, objective, solution driven and structured All Cabinet submissions are apolitical and consistent with the legal parameters of the public service.
<p>KRA 4: Cabinet meetings are efficiently organized and minutes are processed and distributed securely and confidentially</p>	
<ul style="list-style-type: none"> Cabinet service receives and processes submissions to Cabinet and Cabinet committees 	<ul style="list-style-type: none"> Summaries of submissions are prepared for each Cabinet meeting Agenda for Cabinet and its committees are organized and prepared in a timely manner Agenda and submissions are distributed to Cabinet members in a timely manner Minutes are distributed to agencies within one week of Cabinet decision
<ul style="list-style-type: none"> Ensure confidentiality is kept under seal at all times when receiving submissions and specific decisions reached after each meeting 	<ul style="list-style-type: none"> Accurately records the submission, decisions, minute and relevant information on the database Produces and distributes minutes of the meetings to “authorized” persons Cabinet minutes and submissions are available electronically to “authorized” persons All cabinet minutes are watermarked, and receipt are signed in the log-book
<p>KRA 5: Lead in the National Honors and Awards Policy and System</p>	
<ul style="list-style-type: none"> Cabinet Services lead in ensuring compliance to the Honors and Awards policy and system Cabinet services receive recommendations and do compliance checks, process submissions to Cabinet and Cabinet Committees Confidentiality must be observed at all times 	<ul style="list-style-type: none"> Recommendations received are pre-approved prior to processing. All recommendations are accurately recorded and the appropriate documentation is prepared for Cabinet and its Committees All manual records are securely filed with relevant documentation kept on the database.
<p>KRA 6: Team Effectiveness</p>	

<ul style="list-style-type: none"> • Contribute towards a positive team culture that enables the high performance of the immediate team and the organization overall • Contribute to identifying work priorities • Support team members to deliver on work priorities within agreed time frames and quality standards • Share knowledge, time and expertise to build capability and assist members of the team • Provide constructive feedback to team members and be receptive to receiving feedback 	<ul style="list-style-type: none"> • Performance agreements in place • Work plans, are developed and regularly discussed with Secretary of Cabinet • Individual and team meetings are regularly scheduled • Number of breach of confidential incidents pertaining to cabinet submissions and minutes reported both perceived/real.
KRA 7: Ensuring Workplace Health and Safety	
<ul style="list-style-type: none"> • Comply with health and safety procedures and ensure you don't harm yourself or anyone else • Report all incidents and help to identify and manage hazards 	<ul style="list-style-type: none"> • Number of incidents and hazards reported

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Ensure confidentiality and integrity of Cabinet information is kept undersealed at all times especially when receiving submissions and Cabinet's decisions after each meeting. This is inclusive of Executive Council information.
2	Analyzing and processing cabinet submissions to meet standards for tabling with Cabinet and ensuring CAC and Cabinet have time to go through the submissions.
3	Transcribing of Cabinet minutes to reflect decisions of Cabinet
4	Timely distribution of Cabinet Minutes (within 2 days) to appropriate parties.

AUTHORITY

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

Financial	Manages the Social Responsibility Fund and Community Support Fund for Cabinet and Caucus
Staff	This position is responsible for managing performance of one staff
Contractual	No

FUNCTIONAL RELATIONSHIPS

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

Internal	Nature of Contact	External	Nature of Contact
Prime Minister (medium-heavy)	Explaining, liaising, giving and receiving information relating to: <ul style="list-style-type: none"> • Cabinet meeting schedules • Relevant issues arising from Cabinet submissions • The appointment of Minister's • The administration of Cabinet and committees • The Honors and Award system • The making of statutory appointments 	Cabinet Ministers (Routine)	<ul style="list-style-type: none"> • Inform Cabinet meeting schedules • Provide and seek feedback for Cabinet submissions and minutes
Chief of Staff (medium)	<ul style="list-style-type: none"> • Seek comments relating to a Cabinet Submission 	Caucus members (routine)	<ul style="list-style-type: none"> • Provide information and feedback on Social Responsibility Fund and the Community Support Fund
Corporate Division (heavy)	<ul style="list-style-type: none"> • Process funding submissions for Social Responsibility Fund and the Community Support Fund as per Cabinet minute approval 	Central Agency Committee-CAC (routine)	<ul style="list-style-type: none"> • Seek comments from CAC for all Cabinet papers, Civil List travel cost schedules, issues relating to the public service and so forth • Summon CAC to Cabinet

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)
Diploma in Public Sector management or its equivalent	Bachelor's degree in Public Sector Management or its equivalent; political science, public policy

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)
5-10 years' experience working in Government	At least 5 years working in a government central agency i.e. OPM, MFEM, OPSC with some knowledge and experience in governance, public policy development, the machinery of government, governance, and political science

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	Maintain integrity and confidentiality of Cabinet information Ability to transcribe minutes for timely distribution (i.e. within 48 hours)
Advanced	Goal and results-oriented Analytical skills Management skills Problem solving Conflict resolution Good listener and engage respectfully with clients Ability to appropriately respond and engage in high pressure situations with a calm, positive and strategic manner Good communication skills
Working	Computer literate Good English and Maori written, oral and comprehensive skills People management Good work ethics Honest and patient
Awareness	Some knowledge of the machinery of government and the Constitution Familiar with (central) government systems and Government's policy and legislative framework Familiar with policy and legislative register

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:

Employee
