



Ministry of Cultural Development  
GOVERNMENT OF THE COOK ISLANDS  
PO Box 8, Rarotonga Cook Islands Phone (682) 20725 www.culture.gov.ck

## JOB DESCRIPTION

<b>Job Title:</b>	Policy Analyst and Cultural Policy Planner
<b>Division:</b>	Cultural Governance
<b>Responsible To:</b>	Manager Policy, Research and Statistics
<b>Responsible For:</b>	1
<b>Job Purpose:</b>	To analyse and plan cultural policy to support the effective management of the national cultural policy and strategies.
<b>Job Classification:</b>	L4
<b>Job Band:</b>	G
<b>Date updated:</b>	FEBRUARY 2018

## AGENCY VISION

“Kia rauka te oraanga tiratiratu tei umuuiuia e te iti tangata, tangoia ki runga I ta tatou peu Maori e te aotini taporoporoia o te Basileia”

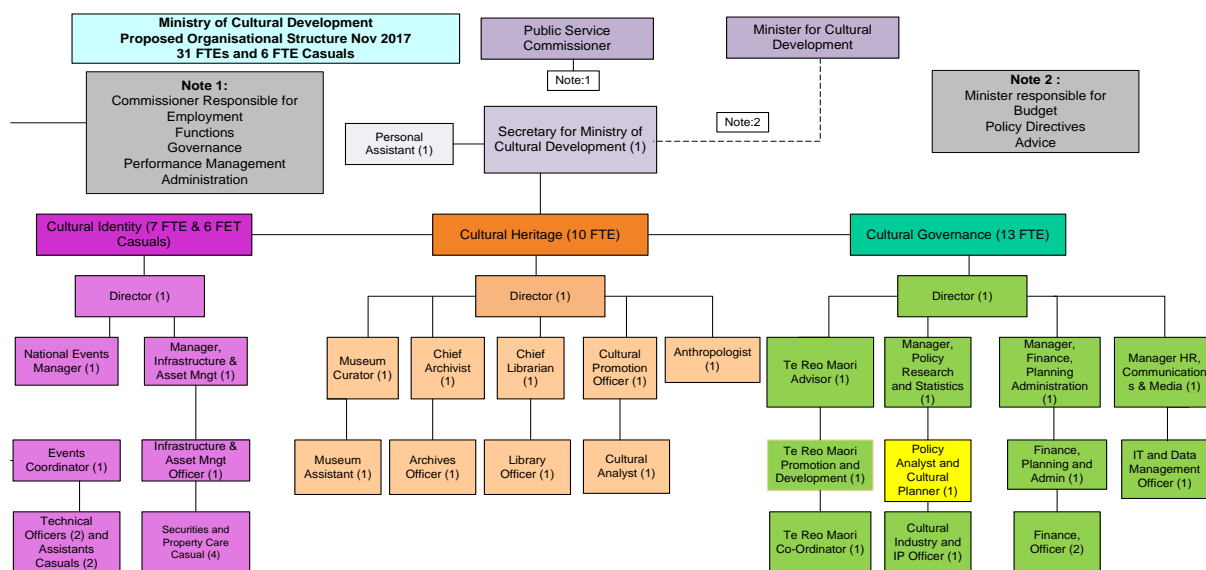
To enjoy the highest quality of life consistent with the aspirations of our people and in harmony with our culture and environment.

### Agency Mission

“Kia matutu ta tatou peu Maori ei tutau no to tatou oraanga tiratiratu”

To strengthen our culture as foundation for achieving a high quality of life.

## ORGANISATIONAL STAFFING STRUCTURE



## KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<b>KRA 1: Analyse the National Cultural Policies and strategies</b> <ul style="list-style-type: none"> <li>• Use data collected from the implementation of the National Cultural Policy and strategies to assess and analyse the achievement trends of the National Cultural Policy and Strategies;</li> <li>• Communicate those information to senior staff, Director and HOM of the MOCD;</li> <li>• Use past data to forecast the future trends and predict the achievement and success of certain policies, given certain variables;</li> <li>• Communicate those information to relevant senior staff;</li> <li>• Develop mitigating strategies and risk management plan;</li> <li>• Assist with the receiving and populating of data from key stakeholders on the National policy and strategies;</li> <li>• Contribute to the development, achievement and reporting of work plans.</li> </ul>	<ul style="list-style-type: none"> <li>• At least one key area strategy analysed reported against;</li> <li>• Report on analysis received by Senior Staff;</li> <li>• Policy analysed use up-to-date and relevant data;</li> <li>• Risk management plan developed;</li> <li>• Proper management of database;</li> <li>• Robust information provided in a timely manner.</li> </ul>
<b>KRA 2: Plan cultural program and activities</b> <ul style="list-style-type: none"> <li>• Collect all cultural policy programs and activities and plan their implementation;</li> <li>• Ensure factors such as human and financial resources, timelines and implementing agencies are included in plan;</li> <li>• Plan the rolling out of each of the activities with contribution from key stakeholders;</li> <li>• Ensure the effective implementation of those plans with Budgetary support;</li> <li>• Provide quarterly reporting on those activities;</li> <li>• Develop mitigating strategies if various factors not approved;</li> <li>• Represent the MOCD at cultural planning meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Annual plans developed and provided;</li> <li>• Ensure the effective implementation of those plans by including factors that would make it successful;</li> <li>• Number of plans successfully implemented;</li> <li>• Number of planning meetings attended and key issues reported.</li> </ul>
<b>KRA 3: Policy research development, monitoring and evaluation</b> <ul style="list-style-type: none"> <li>• Review national and operational policies to ensure they capture current needs and trends;</li> <li>• Assist with the development of relevant cultural policies;</li> <li>• Monitor each of the national policy key areas and report to relevant senior staff;</li> <li>• Evaluate those policies and report to</li> </ul>	<ul style="list-style-type: none"> <li>• Legislation reviewed</li> <li>• Complex applications are declined or approved</li> <li>• Number of policies developed;</li> <li>• Number of policies evaluated and analysed;</li> <li>• Number of policies aligned to PSC and NSDP policies;</li> <li>• Reports to senior manager on key cultural issues discussed at meeting.</li> </ul>

senior staff; <ul style="list-style-type: none"> <li>Assess the impact of the acquired results and suggest other strategies or programs;</li> <li>Ensure all policies line up with PSC policies and NSDP goals;</li> <li>Represent MOCD at policy meetings when required;</li> <li>Provide reports to Manager regarding key issues discussed at meeting.</li> </ul>	
<b>KRA 4: Support Communication and Public Awareness</b> <ul style="list-style-type: none"> <li>Develop awareness raising programs on cultural policies and activities;</li> <li>Ensure accurate, relevant and timely information are communicated to the public;</li> <li>Contribute to the content of the communication plan and programs;</li> <li>Manage and develop responses to public enquires on cultural issues;</li> <li>Manage the flow of data and information for planning, policy and statistical purposes.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly media release of cultural events;</li> <li>Timely information are communicated to the public at least once a month;</li> <li>Information on the Record of public enquires</li> <li>Ensure data collected are cleaned;</li> <li>Public appreciate information provided;</li> </ul>
<b>KRA 5: Legislative review</b> <ul style="list-style-type: none"> <li>Review all seven legislations mandated to the MOCD to ensure it reflects current needs and practices;</li> <li>Develop policies towards the intended changes of the legislations;</li> <li>Consult the public on those intended changes;</li> <li>Ensure linkages of those legislations with the National Cultural Policy;</li> <li>Develop regulations to further explain clauses in the legislation.</li> <li>Develop awareness raising program for new amendments to legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Prioritise the review of current legislations;</li> <li>Review and take to drafting at least one legislation per year;</li> <li>At least one regulation developed per year;</li> <li>Monthly awareness raising programs to explain changes to legislation;</li> <li>Record of public consultation and awareness program</li> </ul>

### WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):	
1	Gaps in existing policy and legislation
2	Outdated software and technology
3	Lack of personnel, resource and funding
4	Competing priorities
5	Cook Islands people do not value their culture

### AUTHORITY

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

<b>Financial</b>	No
<b>Staff</b>	Yes
<b>Contractual</b>	No

## 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
Secretary/HOM	<b>Minimal:</b> Receive Instructions and advice. Provide information pertaining to legislation and policy, financial and administration, communication and database issues to HOM	Government Departments: MFEM, Audit, Education, Pa Enua, PMs PSC, Crown Law, Environment, Tourism, BTIB, National Environment Service, Ministry of Agriculture, Trade Training schools, Internal Affairs, Ministry of Health	<b>Medium :</b> negotiating and sharing information
Director of Governance	<b>Heavy:</b> Receive instructions, discuss issues, seek guidance, report progress	NGO – Cultural Sector partners, Women's organisations, Traditional leaders, Community leaders, parent, Taunga Vairakau, CIMA, Cultural Dance Groups	<b>Medium :</b> negotiating and sharing information
Senior Management	<b>Medium:</b> report, discuss cases for authority, seek guidance	External Partners – UNESCO, WIPO, UNDP, SPC, NZAID, USP, Pacific Forum etc10	<b>Minimal :</b> negotiating and sharing information
Lining Staff	<b>Heavy:</b> day to day operations and training		
Other Staff and Divisions	<b>Medium:</b> provide assistances and information's on relevant national policies and strategies, HR and other operational matters pertaining to the governance outputs.		

## 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 Policy, Law or Economics or equivalent	Masters Degree in Policy, Law or Economics 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)
At least 2-5 years work experience in policy and administration work	At least 2-5 years work experience in policy and leadership services
Work experience at the Intermediate level or Senior Management level	Work experience at the Junior or Intermediate level

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	<ul style="list-style-type: none"> <li>• Ability to review legislation, policies, procedures and processes;</li> <li>• Ability to plan programs, activities and policies;</li> <li>• Collect, analyse and report on statistics;</li> <li>• Highly developed written and communication skills in Cook Islands Maori and English;</li> <li>• Ability to develop and provide robust information on key cultural issues and plans.</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Proven ability in policy and activity management</li> <li>• Advance computer literacy</li> <li>• Financial and Administration understanding</li> <li>• Self-motivated</li> <li>• Flexibility</li> <li>• Team Player</li> <li>• Structure of traditional systems and its functions</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Customer service relations</li> <li>• Working knowledge of the relevant legislation and policies</li> <li>• Able to work with minimum supervision</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Social media</li> <li>• Computer skills</li> <li>• Communication skills</li> <li>• Team player</li> <li>• Confidentiality and impartial</li> </ul>

## 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/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date