



Infrastructure Cook Islands  
GOVERNMENT OF THE COOK ISLANDS

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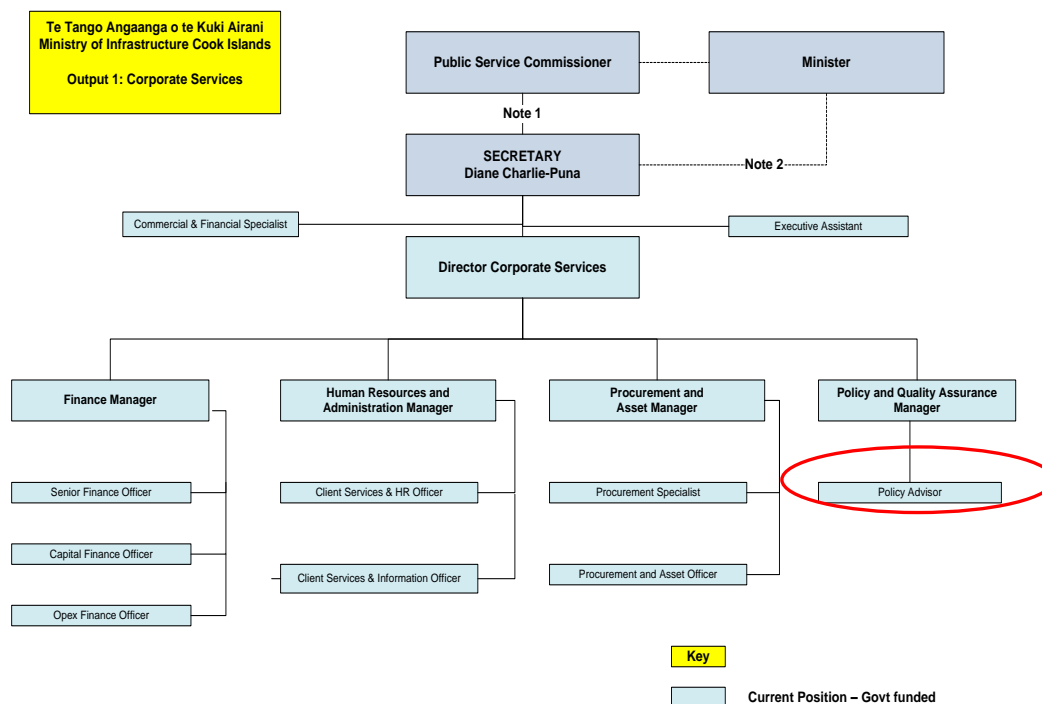
### POSITION SUMMARY

<b>Job Title:</b>	Policy Advisor
<b>Division:</b>	Corporate Services
<b>Responsible To:</b>	Policy Manager
<b>Responsible For:</b>	None
<b>Job Purpose:</b>	To assist the Policy Manager to develop and review all policy initiatives in the Ministry. To improve our service delivery to our people and at the same time to ensure compliance with relevant government policies and legislations. To quality check all reports and documents developed within the Ministry and providing quality advice to all staff on standards and best practices
<b>Job Classification:</b>	Policy, Governance
<b>Job Band:</b>	G
<b>Date updated:</b>	October 2018

### AGENCY VISION

Infrastructures Cook Islands overarching vision is; **“Driving our Infrastructure for Better Quality of Life”**. Our mission is to “Lead our Infrastructure development to grow the economy, improve livelihoods and build resilience”.

### 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: Policies and strategies for all operational and strategic objectives of the Ministry</b> <ul style="list-style-type: none"> <li>Support the review of Ministry strategic plans and internal policies and processes</li> <li>Support the review of national policies and strategies for which the Ministry is lead agency</li> <li>Contribute to meetings on national policies for which the Ministry is a key stakeholder and or contributor.</li> <li>Contribute to meetings or discussions to inform better policy design and implementation</li> </ul>	<ul style="list-style-type: none"> <li>Strategic plans are developed and analysed</li> <li>Internal policies are developed and reviewed</li> <li>National policies and strategies are developed and reviewed</li> <li>Participation in the development and review of national policies and strategies for which ICI is a key stakeholder</li> <li>Qualitative and quantitative evidence and research methodologies are used to inform policy design</li> </ul>
<b>KRA 2: Quality Documentation of Services and Product Implementation</b> <ul style="list-style-type: none"> <li>Support the development of a Quality Assurance Policy</li> <li>Support the review of reports, tender documents and contracts</li> <li>Support the review of levels of service delivery and quality</li> <li>Provide research based policy advice</li> </ul>	<ul style="list-style-type: none"> <li>Quality Assurance Policy is developed</li> <li>Quality and service delivery standards are met</li> <li>System improvements in the Ministry are determined and change is implemented</li> <li>Research and critical analysis is evident in policy development</li> </ul>
<b>KRA 3: Quality assurance systems and plans</b> <ul style="list-style-type: none"> <li>Assist with the development of health and safety systems for the ministry</li> <li>Assist with the development of safety measures for maintenance work carried out by ministry staff</li> <li>Assist with the development and implementation of control mechanisms and safety preventative measures</li> <li>Assist with the implementation of best practice and standards within the ministry</li> <li>Assist with the review of systems and procedures of the ministry</li> </ul>	<ul style="list-style-type: none"> <li>Hazard analysis are done</li> <li>Critical control points and preventive measures are identified</li> <li>Critical limits and standards are established</li> <li>Planning and evaluation frameworks are implemented</li> <li>Quality Assurance procedures are developed and implemented</li> <li>Safety is promoted</li> </ul>
<b>KRA 4: Services</b> <ul style="list-style-type: none"> <li>Assist with surveys to stakeholders for analysis of current services</li> <li>Assist the Manager in dealing with customer complaints</li> <li>Assist with scoping new procedures, standards and level of service</li> <li>Assist with staff training of new standards</li> <li>Assist in the promotion of the ministry</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder surveys are completed</li> <li>Customer complaints are investigated</li> <li>Collaborating with Senior management team on standards and levels of service</li> <li>Staff are trained</li> <li>Services and standards set are promoted to the public</li> <li>Newsletters are circulated</li> </ul>
<b>KRA 5: Reporting</b> <ul style="list-style-type: none"> <li>Assist in the completion of reporting requirements of the ministry</li> </ul>	<ul style="list-style-type: none"> <li>Reports and Service Contracts are peer reviewed and relevant advice is given</li> <li>Reports are submitted in a timely manner</li> </ul>

## WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):

1	Research and analysis to inform evidence-based policies and procedures
2	Analysis of legislation to ensure operational policies are compliant with these
3	Standards are met at all times without processes being compromised
4	Providing advice that is clear, concise and contextualised

## 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>	No
<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
Director of Corporate Services	<b>Light</b> Consulting with the Corporate Director on new findings, standards upgrades or improvements.	Stakeholders and interest groups	<b>Promoting</b> Assist with promoting the work of ICI.
Policy Manager	<b>Heavy</b> Work closely with the Manager to achieve all outputs	Government Ministries and Government entities	<b>Routine</b> Assist with research on standards available in other Ministries and comparable entities across the Pacific.
ICI Directors	<b>Heavy</b> Gaining the cooperation of directors to ensure compliance with quality assurance systems	Suppliers – Private sector Local and Overseas	<b>Routine</b> Market Research, comparing standards of other companies, Negotiating overseas contracts
ICI Staff	<b>Medium</b> Promote policy initiatives within the ministry		

## 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.

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
Bachelors' degree in one of public policy/administration, political science or related field	Post graduate degree in one of public policy/administration, political science or another related field

## 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.

<b>Essential:</b> (least number of years to be competent)	<b>Desirable:</b> (target number of years you are looking for)
4-5 years' experience in policy, planning, and quality assurance	A minimum of 5+ years' experience in policy, planning and quality assurance

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

<b>Level of ability required for the job</b>	
<b>Expert</b>	<ul style="list-style-type: none"> <li>Competent in the area of Infrastructure Project Management</li> <li>Meets expectations, monitors and evaluates own performance</li> <li>Communicates clearly, listens to others and is respectful</li> <li>Takes ownership for performance and accepts responsibility for decisions and actions</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>Ability to collaborate effectively</li> <li>Ability to produce quality project related documentation</li> <li>Research and analytical skills in policy development</li> <li>Sets challenging goals for self, reviews performance and adapts as required</li> <li>Dedicated to high performance and ethical behaviour</li> <li>Is results-focused and serves the public interest</li> <li>Works collaboratively with stakeholders</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>Well-developed written and oral communication skills in English and Cook Islands Maori</li> <li>Able to understand issues on the Pa Enua Possess</li> <li>Ensure that the technical aspects of projects are considered</li> <li>Able to make timely decisions</li> <li>Able to use Microsoft office</li> <li>Able to think laterally and use sound judgement</li> <li>Seek opportunities for innovation and improvement</li> <li>Prepares well-written briefs and reports</li> <li>Able to handle confidential and sensitive information</li> <li>High level of accuracy and ability to work as a team player</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>Awareness of the CIGOV-FPPM Procedures</li> <li>Understands the Public Sector planning, budgeting and performance management framework</li> <li>Understands the unique Cook Islands context</li> <li>Awareness of health and safety factors, office procedures and protocols</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/Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date