

National Environment Service

GOVERNMENT OF THE COOK ISLANDS

PO Box 371, Rarotonga, Cook Islands Phone (682) 21256, Fax (682) 22256, www.environment.gov.ck

# JOB DESCRIPTION

|  |  |
| --- | --- |
| **Job Title:** | Senior Environment Officer – Monitoring |
| **Division:** | Advisory & Compliance Division - Puna Akoako ete Arapaki Ture |
| **Responsible To:** | Director - National Environment ServiceDeputy Director – National Environment ServiceManager – Advisory & Compliance Division |
| **Job Purpose:** | To strengthen and improve the effective implementation of the Environment Act 2003 and its regulations, and to provide sound and transparent advice using the most appropriate and reliable scientific and technical information relating to the modification of the Cook Islands environment |
| **Job Band:** |  |
| **Date updated:** | 06 September 2017 |

## AGENCY Vision

*“Taporoporoia Te Tango o te Kuki Airani -* A Clean, Green, Healthy and Sustainable Environment for all”.

## OrganisationAL STAFFING STRUCTURE

*See Annex 1*

## KEY RESULT AREAS (KRA’s)/Outputs

|  |  |
| --- | --- |
| **KRAs for this position:** | **Key Performance Indicators:** |
| Improve implementation of the Environment Act and regulations.  | Implementation of capacity building in accordance with training schedule |
| Strengthen legislative framework | Capacity building of Environment staff and Island Environment Authorities Compliance Manual updated |
| Sound advice provided to clients and general public on development proposals | Implementation of Puna Akoako e te Arapaki Ture relevant components of NES communication strategy |
| Information management system established for permits and consents | Progress on revision of Permits and Consents database and integrated with GIS platform. |

## Work Complexity

|  |
| --- |
| *Indicate most challenging problem solving duties typically undertaken (3-4 examples):* |
| 1 | Actively implementing workplans with minimal supervision and in collaboration with the Advisory & Compliance Manager. |
| 2 | Managing multiple tasks at all times given the complexity of works within the Compliance & Advisory division. |
| 3 | Interactions with environmental consultants and engineers. |

## Authority

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

|  |  |
| --- | --- |
| **Financial** | NIL |
| **Staff** | NIL responsibility for recruiting, dismissal and managing performance. |
| **Contractual** | NIL |

## 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  | High – Indirect Reporting | Community | Routine: Consultation  |
| Deputy Director | Medium – Indirect Reporting | Environment NGO’s  | Routine: Consultations |
| Advisory & Compliance Manager | High – Direct Reporting | Engineers Association | Routine: Discussions on Project proposals |
| Administration | Minimal - Financial | Regional Organisations (SPREP/SOPAC) | Routine: Project Proposal Review |
| Island Futures | Minimal – Support | Government Agencies | Routine: Consultation |

## 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)**  |
| * High school qualification equivalent to 7th Form
 | * University degree in Environmental Management or Engineering or a related environmental 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.

|  |  |
| --- | --- |
| **Essential:**  | **Desirable:**  |
| * A working knowledge of the Cook Islands, its people, system of government, its cultural practices, and sustainable development of the environment;
* Demonstrate organizational skills;
* Must have basic report writing skills;
* Effective communication skills, both written and oral.
 | * A wealth of knowledge of the Cook Islands, its people, system of government, its cultural practices, and sustainable development of the environment;
* Demonstrate excellent organizational skills;
* Demonstrate excellent report writing skills;
* Excellent communication skills, both written and oral.
* Proficiency in written and oral Cook Islands Maori will be an advantage.
 |

## Key Skills /AttributeS/JOB Specific Competencies

|  |  |
| --- | --- |
| **Level of ability required for the job**  |  |
| **Expert** | * A good understanding of environment issues and priorities for Rarotonga, and the Pa Enua;
* A good understanding of the Environment Act 2003, with associate regulations;
 |
| **Advanced** | * A good understanding of public administration and government policies as a whole;
* Ability to work under pressure with proven ability in team management;
 |
| **Working**   | * Good writing skills;
* Computer literate;
* Fluent in both Maori (CIs), and English;
* Fit
 |
| **Awareness** | * Sober habits with a smart and clean appearance;
* High standards of self-integrity and honesty.
 |

## 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

Annex. 1 Organisational Chart

