



Cook Islands National Environment Service  
GOVERNMENT OF THE COOK ISLANDS

PO Box 371 Rarotonga Cook Islands Phone (682) 21256 [www.environment.gov.ck](http://www.environment.gov.ck)

## JOB DESCRIPTION

### POSITION SUMMARY

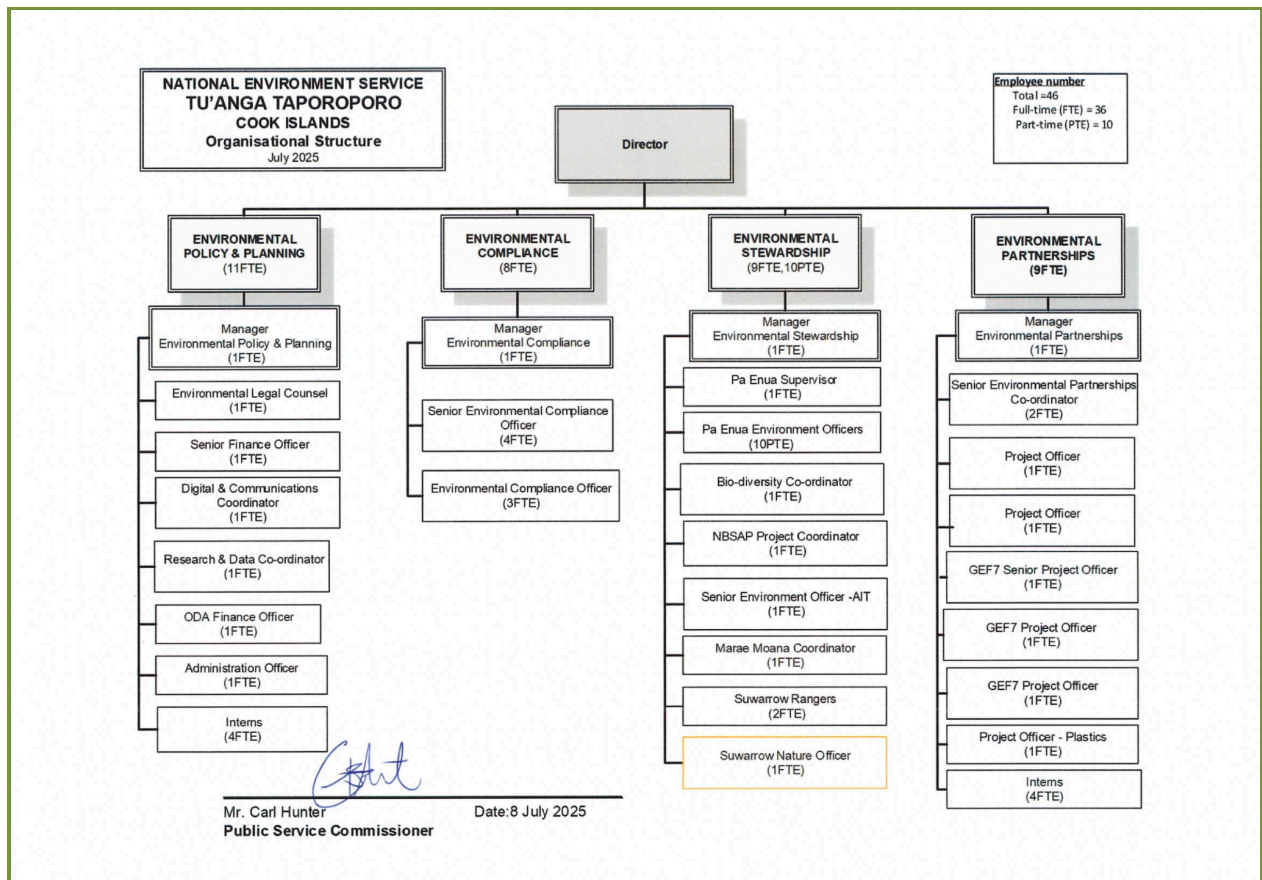
Job Title:	Plastics Project Officer
Division:	Environmental Partnerships
Responsible To:	Manager Environmental Partnerships
Responsible For:	Nil
Job Purpose:	<p>Effective and efficient delivery of the Service's plastic related projects, including POLP and RESPONSE projects and INC related works, and to support the successful operations of the National Environment Service.</p> <p>The Plastics Project Officer will support overall project implementation with emphasis in ensuring that knowledge is managed and communications are delivered in such a way as to allow the project to learn effectively from other experiences and initiatives, while contributing to national knowledge resources and supporting the scaling out of project results at local and national levels. The role will also involve supporting the financial and administrative management of the project.</p>
Job Classification: Jobwise Code: Job Band:	
Date updated:	July 2025

### AGENCY VISION

Vision – To transform the Cook Islands into a regional leader in environmental sustainability.

Mission – The National Environment Service provides a powerful leadership role and is a fit-for purpose organisation that enforces a coherent environmental movement in the Cook Islands.

## ORGANISATIONAL STAFFING STRUCTURE



## PROJECT BACKGROUND

The National Environment Service (NES) is strongly involved in waste-related matters, as they form one of our six pillars within our National Environment Policy (NEP) 2022-2032. This includes projects that provide additional funding support to implement our national waste needs. Amongst these, plastics has become an increasingly important component of our waste stream requiring concerted effort and attention.

NES submitted a proposal for the Pacific Ocean Litter Project (POLP) funding to assist the Cook Islands with the implementation of agreed actions under the Marine Litter Action Plan, and forms part of broader Australian Government support for sustainable oceans in the Pacific. The project begins in 2025 for 1 year period, with a total project budget of AU\$1million.

POLP aims to reduce the volume of single-use plastics ending up as marine litter in Pacific coastal environments. The project is funded by the Australian Government and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP) in collaboration with the Governments and peoples of the Pacific Island Countries (PICs) including the Cook Islands. The Cook Islands will derive benefit either by direct support for domestic single use plastic reduction activities or through the regional POLP initiatives, shared learning/outcomes and best practice examples through POLP actions delivered in counterpart Pacific Nations.

Subsequently, the NES submitted a proposal for the Reducing Single-use Plastics on Small-island economies (RESPONSE) project funding from the Global Environment Facility to assist the Cook Islands with the implementation of plastic reduction activities and circular economy models to solve challenges in plastic pollution. This project begins in 2025 for a 5 year period, with a total project budget of USD\$6 million. This project aims to reduce the volume of single-use plastics entering the Cook Islands by implementing upstream initiatives and enabling circular economy solutions.

Both of these projects amplify the Cook Islands national voice at international platforms such as the International Negotiating Committee (INC) developing an international legally binding instrument on plastic.



The Plastics Project Officer will be heavily involved in delivering and supporting the above projects and activities, as outlined in the Job Description key results areas below.

#### KEY RESULTS AREAS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)	Weighting
<b>KRA 1: Support of Plastic-related project activities</b> <ul style="list-style-type: none"> <li>• Planning and implementation of POLP and RESPONSE project activities</li> <li>• Assisting the Environmental Partnerships team in day-to-day execution of project activities</li> <li>• Making logistical and organizational arrangements for project meetings and other events</li> <li>• Ensuring alignment of project outcomes with the strategic direction of the Service, strategic priorities of the funding partner and/or national priorities identified in the NSDA 2020+</li> <li>• Contribute to and capture clear lessons learnt from historical and current projects and implement mitigation strategies for the POLP and RESPONSE Project</li> <li>• Co-ordinate with external stakeholders for implementation of the project <ul style="list-style-type: none"> <li>• Maintain project standards as per the guidelines by regulatory authorities</li> </ul> </li> <li>• Undertaking project activities in line with project plans and budgets <ul style="list-style-type: none"> <li>• Assist the Environmental Partnerships Manager in regular project reporting</li> </ul> </li> <li>• Support planning of INC-related activities</li> </ul>	<ul style="list-style-type: none"> <li>• The project is well supported and implemented effectively</li> <li>• Constructive input and feedback provided on the POLP and RESPONSE projects implementation phase</li> <li>• Project outcomes are aligned to partner, national or regional goals and objectives</li> <li>• Lessons learnt are tabled and clearly communicated to key stakeholders</li> <li>• External stakeholders are well informed of project activities for smooth project implementation</li> <li>• Project implementation meets any quality assurance measures or standard guidelines</li> <li>• The project is delivered within timelines and budget agreed</li> <li>• Key project milestones and reporting obligations are fully supported and met</li> </ul>	20%

<p><b>KRA 2: Administering/ Implementing Plastic-related projects</b></p> <ul style="list-style-type: none"> <li>• Keep records of project funds and expenditures and ensure all project related financial documentation are well maintained and readily available when required by the Environmental Partnerships (EP) Manager</li> <li>• Support preparation of progress, budget and financial reports as per the partner and Service</li> <li>• Organise logistics and provide support on payments, communications and organising of meetings and events</li> <li>• Support coordination with all relevant stakeholders, supporting the implementation for accomplishing the project work for the organization</li> <li>• Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in electronic copies in an efficient and readily accessible filing system, for when required by the EP Manager</li> <li>• Support implementation of INC-related activities</li> </ul>	<ul style="list-style-type: none"> <li>• The project has good record keeping to support accurate reporting</li> <li>• Regular progress and financial reports are developed accurately and submitted on time</li> <li>• Payments are submitted accurately for payment on time • Fund or project is spent within budget</li> <li>• Strong communication with key partners on the delivery of the project</li> <li>• Issues are reported and addressed in a timely manner and avoid any detrimental effect on the project</li> <li>• Project outputs and documents are readily available and accessible to key stakeholders</li> </ul>	<p>30%</p>
<p><b>KRA 3: Monitoring &amp; Evaluation (M&amp;E) of Plastic-related project activities and funds</b></p> <ul style="list-style-type: none"> <li>• Support the preparation of internal reports for the Environmental Partnerships Manager and staff members of the Service</li> <li>• Collect, process, and evaluate the off-site and on-site data relevant to the project and objectives of the fund</li> <li>• Undertake site visits of project activities to ensure good progress against project objectives</li> <li>• Support project inputs to progress reports ensuring that the necessary reporting requirements and standards are met.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal reports are prepared in a timely manner at the request of the Director or Manager</li> <li>• Use of data collected for central research work of the Service and the project <ul style="list-style-type: none"> <li>• Site visits are undertaken to appraise, monitor and evaluate project activities and progress</li> </ul> </li> <li>• Regular progress reports are supported, prepared and submitted on time</li> </ul>	<p>20%</p>

<p><b>KRA 4: Execute sound stakeholder engagement</b></p> <ul style="list-style-type: none"> <li>• Communicate to the public or key stakeholders the objectives, deliverables and outcomes of the POLP and RESPONSE projects, and INC-related outcomes</li> <li>• Raise public awareness on the project through the Service's owned communication assets</li> <li>• Engage with the media on the project and its alignment with national priorities • Conduct training, workshops and meetings to inform stakeholders and the general public on project activities and other environment related activities. • Oversee the development and implementation of the project Knowledge Management and Communications Strategy and annual action plans, to support effective learning and adaptive management, and to maximize outreach and scaling out of project results through the identification and effective targeting of key audiences;</li> <li>• Promote the project among national and local stakeholders, ensure consistent communications materials and tools, including presentation and reporting templates</li> <li>• Guide the development and dissemination of outreach and promotional materials with consistent messaging, such as brochures, fact sheets, presentations and quarterly bulletins, and take the lead of designing event materials, briefing packets and press releases.</li> </ul>	<ul style="list-style-type: none"> <li>• Clear communication of objectives, deliverables and outcomes to internal stakeholders (training, reporting) and external stakeholders (a diverse combination of television, newspaper, social, online or radio)</li> <li>• Public is educated on the project and particularly on environmental effects</li> <li>• Engage with key local and international media partners to amplify the messages required of the project</li> <li>• Training of key stakeholders are successfully developed to create a better understanding of the project.</li> <li>• Knowledge Management and Communications Strategy and annual action plans are developed and implemented</li> <li>• Promotional and outreach materials are consistent with project and NES branding/messaging and accessible to stakeholders</li> </ul>	30%
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#### WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):	
1	Implementing multiple activities in line with project plans and budgets
2	Monitoring and evaluating of project implementation activities
3	Meeting all relevant reporting requirements and deadlines
4	Supporting international engagement in multi-lateral fora



## AUTHORITY

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

Financial	No
Staff	No
Contractual	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 National Environment Service	<b>Low:</b> Advice, information sharing and assistance	Stakeholders (general public, Pa Enea, other gov agencies, Schools, Interest Groups, NGOs, etc.)	<b>Promoting</b> Providing advice and information sharing
Manager of Environmental Partnerships	<b>Heavy:</b> Reporting and direction and assistance		<b>Promoting &amp; Routine</b> Promotion, awareness and best practices on environmental management issues and initiatives
Compliance Officers & Policy/ Legal Officers.	<b>Light:</b> Advice and information sharing		
Other NES staff	<b>Medium:</b> Advice and assistance		



### 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)
Certificate or Diploma in Environment, Natural Sciences, Project Management or related field	Bachelor Degree in Environment, Natural Sciences, Project Management or 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.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
0-2 years' experience in a similar role or position	2+ years in a similar role or position

### KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> <li>- Effective time management and teamwork skills;</li> <li>- Strong drafting, presentation and report writing skills;</li> <li>- Ability to follow instructions, budgets and work effectively with counterpart staff at all levels and with all groups involved in the project;</li> <li>- Excellent communication, inter-personal and writing skills in English, especially in timely and accurate responses to emails;</li> <li>- Takes ownership and acknowledges impact and outcomes of decisions.</li> </ul>
Advanced	<ul style="list-style-type: none"> <li>- Strong organisational and coordination skills;</li> <li>- Strong computer skills, particularly use of Microsoft office programmes;</li> <li>- Self-motivated and ability to work under pressure;</li> <li>- Can facilitate meetings and workshops (internal and external);</li> <li>- Experience of working with communities;</li> <li>- Ability to strengthen and develop partnerships.</li> </ul>



Working	<ul style="list-style-type: none"> <li>- Highly developed written and oral communication skills, preferably in both English and Cook Islands Maori;</li> <li>- Able to think laterally and exercise sound judgement;</li> <li>- Identifies opportunities for innovation and improvement;</li> <li>- Able to manage limited resources;</li> <li>- Analytical skills;</li> <li>- Able to handle confidential and sensitive information;</li> <li>- High level of accuracy, initiative, creativity and accountability.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>- Public Service experience;</li> <li>- Social, Economic, Political and public issues associated with Environment in the Cook Islands;</li> <li>- Experience with implementing agencies or other international agencies;</li> <li>- Understanding of the requirements and approaches for gender mainstreaming.</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