

(Insert Name of Agency)

GOVERNMENT OF THE COOK ISLANDS

PO Box (insert PO Box) Rarotonga Cook Islands Phone (682) (Insert phone number) (Insert website Name)

# JOB DESCRIPTION

|  |  |
| --- | --- |
| **Job Title:** | (Insert Job title on the agency Organisational Structure) |
| **Division:** | (Insert Division within the agency in which this position is placed) |
| **Responsible To:** | (Insert who Position is responsible to) |
| **Responsible For:** | (Insert how many staff this position is responsible for) |
| **Job Purpose:** | (Insert an overview of the Job Purpose)? [Overview] |
| **Job Band/Jobwise:** | (insert the Banding level and Jobwise for the job) |
| **Date updated:** |  |

## AGENCY Vision

(Insert Vision)

## OrganisationAL STAFFING STRUCTURE

(Insert approved Organisational Structure identifying the position)

## KEY RESULT AREAS (KRA’s)/Outputs

|  |  |
| --- | --- |
| **KRAs for this position (maximum of 6)** | **Key Performance Indicators *(use SMART principles)*** |
|  | Employee is successful when:  (List performance indicators) |
| KRA 1: |  |
| KRA 2: |  |
| KRA 3: |  |
| KRA 4: |  |
| **REQUIRED KEY RESULT AREAS/OUTPUTS** | |
| **Values** – Displays the Public Sector Values | Employees displays consistently the Public Sector Values of Honesty, Impartiality, Service, Transparency, Accountability, Respect, Effectiveness and Efficiency in the workplace.Act honestly, truthfully and abides by the laws of the Cook Islands at all times  * Provides impartial advice and makes decisions based on merit * Serves the people of the Cook Islands faithfully. * Treats people with courtesy and respect. * Takes action and makes decisions in an open and transparent way. * Is able to explain reasons for actions taken and takes responsibility for those actions. * Achieves good results for the government and the people of the Cook Islands in an efficient and effective way. |
| **Professional Ethics**  Understands Public Sector professional ethics and is recognised by colleagues in this area. | Employee is on time to work each day.  * Employee is always dressed appropriately for their role * Promotes teamwork and works with team to meet agreed objectives and goals * Communicates regularly with colleagues * Looks for ways to improve work methods and solve workplace problems * High quality of job performance * Healthy behaviour displayed at all times * Has a commitment to the vision and values of the Public Sector * Responsible use of resources * Maintains privacy and confidentiality |
| **Health & Safety**  Adheres to Public Sector Health & Safety standards and adheres to the CIGOV Health & Safety Policy as well as Agency requirements. | * Works in a manner that does not create a hazard to their own safety or the safety of others * Promotes healthy and safe working environment for self and others. * Identifies and reports hazards and ways to eliminate or mitigation risks in the workplace * Uses the correct tools and equipment in the manner prescribed for the job * Uses the required safety equipment and protective clothing (where required) * Reads, understands and complies with the agency OSH work processes and practices * Complies with reasonable instructions from Managers on OSH work processes and practices * Reports OSH-related incidents, accidents, or illnesses to managers and/or employers |

## Work Complexity – Indicate challenging problems solving duties typically undertaken – 3–4 examples

|  |  |
| --- | --- |
| 1 | (E.g. What really stretches someone doing this job?) |
| 2 | (E.g. The most difficult problems faced in the job?) |
| 3 | (E.g. The level of judgement the jobholder has to exercise) |
| 4 |  |

## Authority – Explain the Authority, if any

|  |  |
| --- | --- |
| **Financial** | (E.g. Does this position have budget authority, if so, what is the limit of the budget?) |
| **Staff** | (E.g. Is this position responsible for recruiting, managing performance of /dismissing staff?) |
| **Contractual** | (E.g. Does this position have the authority to enter into contracts with external/internal contacts?) |

## Functional Relationships – List the external & internal types of functional relationships

|  |  |  |  |
| --- | --- | --- | --- |
| Internal (Within the Agency) | Nature of Contact | External (Outside the Agency) | Nature of Contact |
|  | What contact does this position have with the internal contact described (Light, Medium/ Heavy) **Light**: Only if a small proportion of the Agency is dealt with (1 or 2 other departments)  **Medium**: Most of the Agency is dealt with at a routine level.  **Heavy**: Positions require contact with all functions of the Agency and/or where these are of a very sensitive nature (e.g. HR Officer dealing with personal grievances) |  | What contact will I have with this external contact described (Minimal, Routine, Promoting, Negotiating/ Critical Contact) **Minimal**: Minimal external contact is required.  **Routine**: Significant, regular discussions and contact to resolve day to day difficulties and problems.  **Promoting**: Significant contact to promote the organisation and achieve prescribed goals. Also included are those positions having daily and continual contact with people and in a role requiring advanced human relations skills.  **Negotiating**: Considerable contact as the prime negotiator on major business dealings or on highly sensitive matters requiring highly developed negotiating or human relations skills. |

## 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)** |
|  |  |

## 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** |
|  |  |

## Key Skills /AttributeS/JOB Specific Competencies

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| --- | --- |
| **Level of ability required for the job** | **List Key Skills/Attributes/Specific Competencies** |
| **Expert**  Fully conversant with all applications of skill/knowledge in a range of environments/ would be recognised by others as expert in this skill/knowledge could be expected to train others in this skill. |  |
| **Advanced**  Thorough understanding of skill/knowledge and is able to pass on skills in this area/recognised by colleagues as having proven skill/ knowledge in this area. |  |
| **Working**  Sufficient skill to apply in day to day operations in a fluctuating environment/ does not require supervision for routine tasks. |  |
| **Awareness**  Limited understanding of skill and knowledge area.  Sufficient in order to perform basic tasks. |  |

## 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