

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)

## POSITION SUMMARY

Job Title:	Environment Officer (Pa Enea)
Division:	Puna Orama/Mana Tiaki - Environmental Stewardship
Responsible To:	Manager – Environmental Stewardship
Responsible For:	Nil
Job Purpose:	To provide service and assistance within the Environmental Stewardship Division under the supervision of the Manager in carrying out all duties in respect of the enforcement of relevant legislations, policies, standards and guidelines for efficient and effective delivery of the Service.
Job Classification: Jobwise Code: Job Band:	
Date updated:	September 2023

## AGENCY VISION AND MISSION

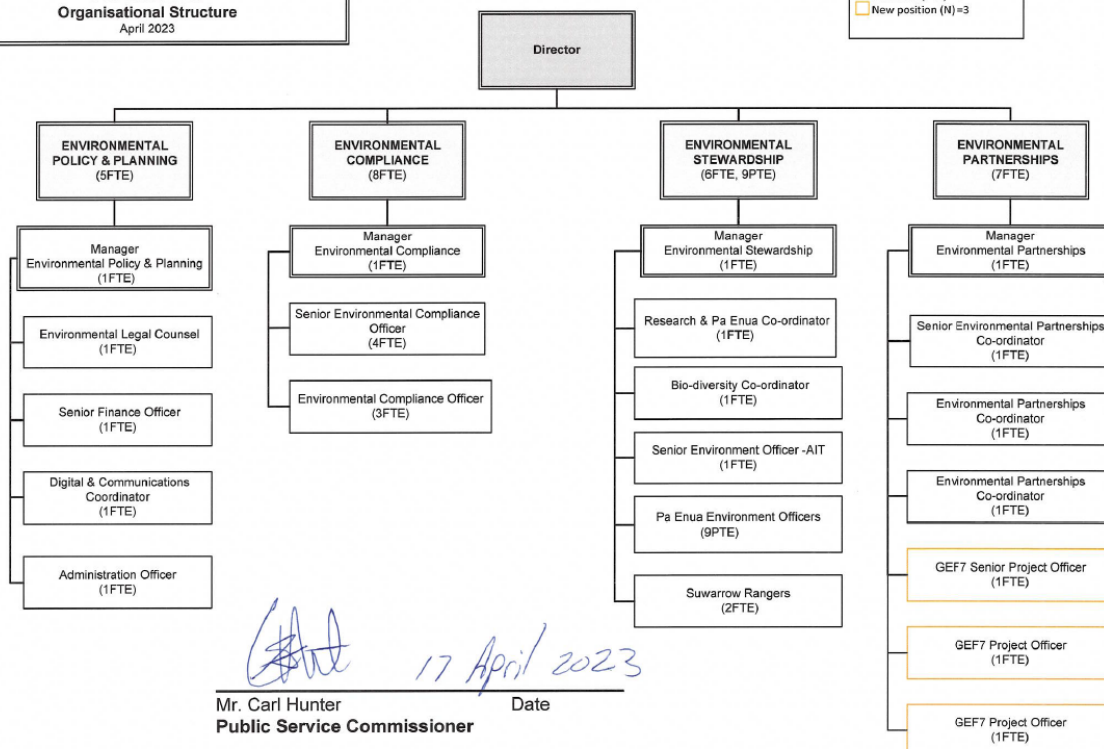
Vision – To transform the Cook Islands into a regional leader in environmental sustainability.

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

NATIONAL ENVIRONMENT SERVICE  
TU'ANGA TAPOROPORO  
COOK ISLANDS  
Organisational Structure  
April 2023

Employee number  
Total = 36  
Full-time (FTE) = 27  
Part-time (PTE) = 9  
New position (N) = 3



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

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)	Weighting
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<p><b>KRA 1: Environmental Compliance</b></p> <ul style="list-style-type: none"> <li>• Identify, assess, inspect and ensure that projects are managed in accordance to the Environment Act 2003.</li> <li>• Monitor, evaluate and report on the state of the island environment and activities which significantly affect the environment.</li> <li>• Partner, support, coordinate and consult with agencies and key stakeholders on activities, initiatives or policies.</li> <li>• Carry out analysis of existing policies, processes, products and services.</li> <li>• Propose and recommend, where applicable improvements in line with operational standards, legislations or organizational requirements.</li> <li>• Implement and evaluate activities to support environmental sustainable actions <ul style="list-style-type: none"> <li>• Provide advice for best practices, guidelines and standards to identify vulnerable ecosystems.</li> </ul> </li> <li>• Provide secretarial and administrative services (including technical advice) to the Island Environment Authority, and, where requested by an Island Environment Authority, to any sub-committee appointed by the Island Environment Authority;</li> </ul>	<ul style="list-style-type: none"> <li>• Projects inspected, assessed, managed and report progressed and updated to reflect activities conducted</li> <li>• State of the island environment report produced and submitted</li> <li>• Collaboration with key agencies and stakeholders are established and strengthened.</li> <li>• Identify, interpret and advice on concerns and issues on the island, and recommend alternatives for mitigation and resolution.</li> <li>• Effective advice provided to management of environment and compliance work conducted on the island</li> <li>• Administrative services provided to the Island Environment Authority meetings and meeting documents submitted to management</li> <li>• Database (i.e. Permits &amp; Consents) and reports are regularly developed and updated to reflect activities.</li> <li>• Site visits are conducted.</li> </ul>	
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<p><b>KRA 2: Monitoring and Surveillance</b></p> <ul style="list-style-type: none"> <li>• Carry out monitoring, investigations and research, relevant to the protection and conservation of natural resources and environment of the island</li> <li>• Attend, register and communicate any environmental impacts and activities as well as environment related complaints raised</li> <li>• Monitor activities to support environmental sustainable actions and policy.</li> <li>• Implement best practices, guidelines, standards, templates and ensure information is current and available.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring and investigation procedures are followed</li> <li>• Monitoring of environment impacts, activities and incidents on the island attended to, reported and registered</li> <li>• Respond to environmental complaints in a timely manner</li> <li>• Data management practices and record keeping are regularly updated</li> <li>• Quarterly monitoring report produced and submitted to management</li> </ul>	
<p><b>KRA 3: Public Communication and Awareness</b></p> <ul style="list-style-type: none"> <li>• Engage with local, national and international communities on establishing and implementing environmental measures, activities and programmes</li> <li>• Provide communication and training support for all NES awareness programmes and campaigns on the island</li> <li>• Provide and disseminate NES information to stakeholders and community</li> <li>• Attend and contribute to local, national and international workshops, meetings, trainings in person or virtually</li> <li>• Identify and provide media source for publication on NES eDM</li> </ul>	<ul style="list-style-type: none"> <li>• Environment activities and programs promoted through local, national and international engagement and participation</li> <li>• Training, workshops, meetings and environment related activities are implemented</li> <li>• Valuable input and feedback received for implementing and promoting environment programs, activities and projects</li> <li>• Information is readily available to stakeholders and community.</li> <li>• Back to Office Reports (BTOR) for workshops/ meetings/ trainings participated and disseminate to NES Staff</li> <li>• Stories submitted for NES eDM</li> </ul>	

<p><b>KRA 4: Data Collection</b></p> <ul style="list-style-type: none"> <li>• Environmental data and information collected, recorded and stored using specific equipment, standards and procedures</li> <li>• Collect, record and report, information and data on the islands environmental impacts and activities</li> <li>• Collect, record and submit information of compliants and monitoring to the environment registry</li> <li>• Conduct biodiversity survey of significant species on the island</li> <li>• Collect data for various environment thematic area</li> <li>• Carryout surveys to determine the state of the islands environment and related issues</li> </ul>	<ul style="list-style-type: none"> <li>• Data management practices and record keeping are regularly updated</li> <li>• Evidence- based monitoring and evaluation of projects and activities are conducted, developed and when required for reporting</li> <li>• Environment registry regularly updated</li> <li>• Data is collected and contributes to the Service's central research platforms</li> <li>• Surveys carried out for key biodiversity and environment thematic area</li> <li>• Routine interpretation of data is carried out and a state of the environment report is produced.</li> </ul>	
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#### WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):	
1	Identify, interpret, carry out surveys, research and provide advice on environment matters and recommend alternatives for the mitigation and resolution
2	Collate, analyse and report on environment related issues
3	Monitoring and Surveillance of Environment Activities
4	Public Communication and Awareness

#### 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>Light:</b> Advice and information sharing	Island Authorities, Pa Enua, NGOs, Community Groups, Stakeholders, Schools, Interest Groups, General Public	<b>Promoting</b> Promotion of environmental management issues and initiatives
Manager of Environmental Stewardship	<b>Heavy</b> Reporting and direction and assistance		
Pa Enua Officers	<b>Medium</b> Reporting and direction and assistance		
NES Staff	<b>Light:</b> Advice and information sharing		

#### 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 Social Studies or related field	Bachelor's Degree in Geography or Environment 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)
<ul style="list-style-type: none"> <li>1-2 years' experience in a similar position</li> <li>Sound knowledge of environment issues</li> <li>Excellent organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>3 – 5 years' experience in a similar position</li> </ul>

#### KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
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Expert	<ul style="list-style-type: none"> <li>- Proven ability in collating factual information and producing reports.</li> <li>- Communicates with clarity and vision</li> <li>- Takes ownership and acknowledges impact and outcomes of decisions.</li> </ul>
Advanced	<ul style="list-style-type: none"> <li>- Able to work under pressure</li> <li>- Strong analytical skills and thorough understanding of government priorities and challenges.</li> <li>- Can facilitate meetings and workshops (internal and external)</li> <li>- 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>- Able to handle confidential and sensitive information</li> <li>- High level of accuracy, initiative, creativity and accountability</li> <li>- Proficient use of Microsoft office programmes</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>- Social, Economic, Political and public interests associated with the Environment in the Cook Islands</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:

\_\_\_\_\_  
 Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employee

\_\_\_\_\_  
 Date