



Cook Islands National Environment Service
GOVERNMENT OF THE COOK ISLANDS

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

POSITION SUMMARY

Job Title:	Suwarrow Ranger
Division:	Puna Orama/Mana Tiaki - Environmental Stewardship
Responsible To:	Manager – Environmental Stewardship
Responsible For:	Nil
Job Purpose:	To protect, conserve and manage the environment of the Island of Suwarrow by enforcing the Environment Act 2003 in conjunction with the Suwarrow Park rules.
Job Classification: Jobwise Code: Job Band:	
Date updated:	February 2022

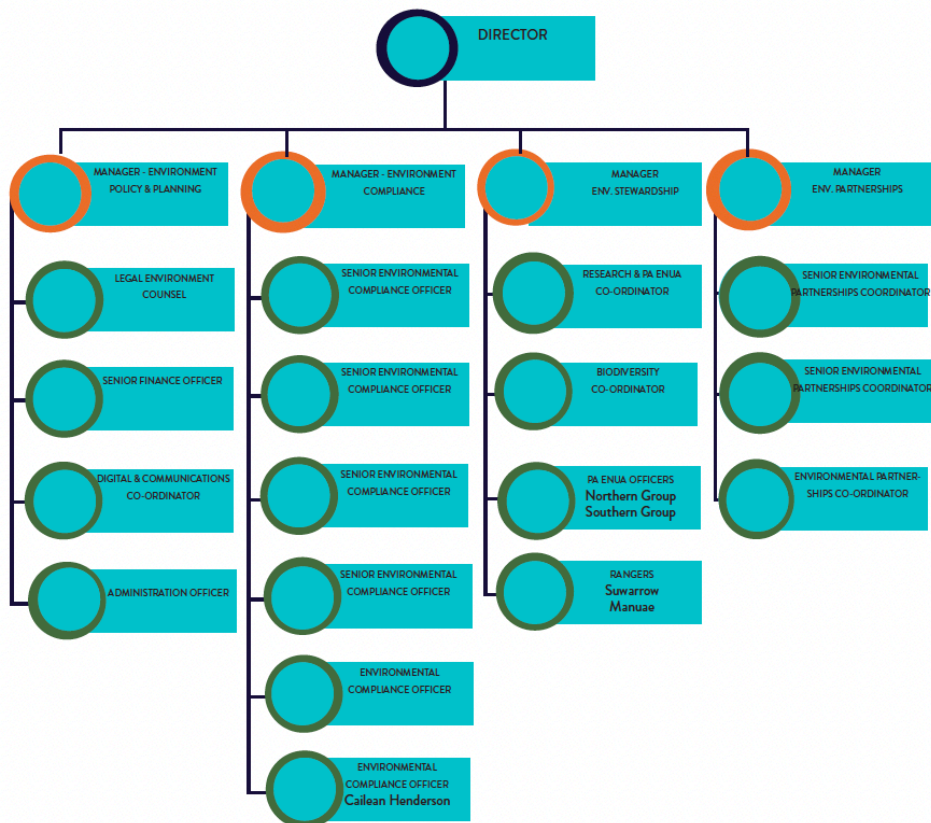
AGENCY VISION AND MISSION

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
ORGANISATIONAL STRUCTURE MARCH 2022



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)	Weighting
<p>KRA 1: Environmental Compliance</p> <ul style="list-style-type: none"> Protect, conserve and manage the environment and wildlife of Suvarrow Prevent and control pollution of air, water and land Conduct investigations and monitor the protection and conservation of the natural resources Manage the damage prevention of the Motu that is used by members of the public 	<ul style="list-style-type: none"> Wildlife of Suvarrow is managed Pollution is controlled Investigations are conducted and monitored Damage to the Motu is managed Activities affecting the environment are monitored, evaluated and report submitted monthly 	

<p>KRA 2: Monitoring and Surveillance</p> <ul style="list-style-type: none"> • Carry out investigations, research and monitoring relevant to the protection and conservation of the natural resources of the Cook Islands • Monitor activities to support environmental sustainable actions and policy. • Implement best practices, guidelines, standards, templates and information is current and available. • Implement activities to support environmental sustainable actions are evaluated and monitored. 	<ul style="list-style-type: none"> • Standard procedures of investigations are followed in the provision of advice, inspection, enforcement duties and investigations into complaints and reportable environment related incidents. • Monitoring and surveillance of environment activities in the Cook Islands are conducted and produced in an annual report 	
<p>KRA 3: Government Administration Support</p> <ul style="list-style-type: none"> • Carry out secretarial and administrative services on the Island • Maintain a registry of vessels that enter Suvarrow • Provide regular updates on environmental and administrative issues • Provide regular reports on all activities • Undertake training by border control agencies in the procedures and administrative forms that are required for visitor arrivals on Suvarrow • Deliver border control functions • Maintain records of administrative forms • Maintain government shelters and equipment 	<ul style="list-style-type: none"> • Secretarial and administrative services are carried out in a timely manner • A register of vessels entering Suvarrow is current • Regular updates are sent to NES in Rarotonga • Reports on activities are maintained • Training is completed • Functions are delivered • Forms are filled in and records maintained • End of season written report is submitted • Government shelters are maintained • Government equipment is in working order 	

<p>KRA 4: Data Collection</p> <ul style="list-style-type: none"> • Monitor and collect data of rodents • Collect data on crab density • Map vegetation on the Motu • Monitor and evaluate data and/or statistics through record and reporting. • Collect data and/ or statistics on environmental impacts and activities. • Undertake surveys as and when required in respect of pollution matters and other environment related issues 	<ul style="list-style-type: none"> • Rodent data is collected and report submitted monthly • Crab density data is collected and report submitted monthly • Vegetation on the Motu is mapped and report submitted monthly • Data management practices and record keeping are developed and regularly updated • Evidence- based monitoring and evaluation of projects and activities are conducted, developed and when required for reporting • Data is collected and contributes to the Service's central research platforms 	
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WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):	
1	Be adaptive and find alternate solutions to the challenges of living and working on an isolated island far from the usual resources
2	Actively implement work plans with no supervision
3	Interact with visitors and giving and receiving information, advising and gaining cooperation
4	Monitoring and surveillance of the island of Suvarrow

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
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Director of National Environment Service	Light: Advice and information sharing	Visitors	Promoting Providing advice and direct communications and enforcement of the Act
Manager of Environmental Stewardship	Heavy Reporting and direction and assistance	Stakeholders, Government Partners	Routine Advice and information sharing
NES Staff	Light: 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)
NCEA Level 3 along with First Aid and Boat Masters Certificate	Conservation Management Certificate along with First Aid and Boat Masters Certificate

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)
Willingness to live on a remote island for 6-8 months a year	

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	- Ability to swim and fish

Advanced	<ul style="list-style-type: none"> - Knowledge of the Cook Islands, its people and cultural practices - Communicates with clarity and vision - Outgoing personality with ability to communicate with assorted visitors on the island - Able to use telecommunications such as use of VHF radio and/or a satellite phone. - Ability to work independently as well as in a small team environment and in partnerships - Ability to support NES's values and a genuine desire to protect Suvarrow - Integrity in handling sensitive information - Demonstrates excellent organisational skills - Report writing skills -
Working	<ul style="list-style-type: none"> - Physically fit to carry out field work. - Must have some kind of skill for seamanship i.e. use or steer a boat, boat safety - Basic First Aid -
Awareness	<ul style="list-style-type: none"> - 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:

Director

Date

Employee

Date