

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

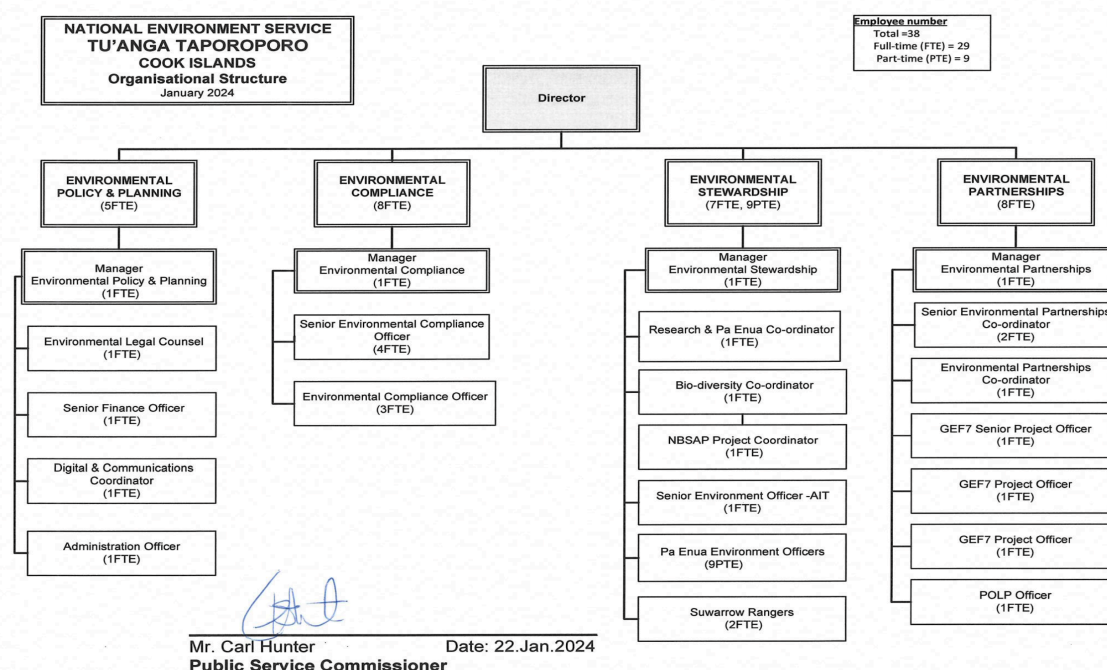
Job Title:	Environmental Partnerships Co-ordinator
Division:	Environmental Partnerships
Responsible To:	Manager Environmental Partnerships
Responsible For:	Nil
Job Purpose:	Effective and efficient delivery of the Service's aid programmes and special projects to support the successful operations of the National Environment Service.
Job Classification: Jobwise Code: Job Band:	
Date updated:	February 2022

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



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)	Weighting
KRA 1: Planning and development of all projects (aid, Government, etc) <ul style="list-style-type: none"> Planning and development of the ODS & POPS projects and other projects Design the project or fund to align key objectives and outcomes with the strategic direction of the Service, strategic priorities of the funding partner and/or national priorities identified in the NSDA 2020+ Identify clear lessons learnt from historical projects and identify mitigation strategies for future projects Design quantifiable measures that is clear and add value to the central data collection and quality standards required by the Service Co-ordinate with external consultants, scientists, engineers, and other regulators for planning the project, providing technical assistance to the project team for project design Maintain project standards as per the guidelines by regulatory authorities 	<ul style="list-style-type: none"> Constructive feedback on the project design phase Project design successfully goes through a consultative process Project design objectives and outcomes are aligned to partner, national or regional goals and objectives Lessons learnt are tabled and clearly communicated to key stakeholders Baseline data and quantifiable measures are identified Project design meets any quality assurance measures or standard guidelines The project or fund is delivered within timelines agreed 	

<p>KRA 2: Administering the project or fund</p> <ul style="list-style-type: none"> • Prepare budget and financial reports as per the partner and Service, and keep track of budget versus actual spend • Organise logistics and provide support on payments, communications and organising of meetings and events • Coordinate with suppliers, fieldwork coordinators, subcontractors, and other field staff, supervising the field work for accomplishing the project work for the organization 	<ul style="list-style-type: none"> • Payments are managed accurately and paid on time • Fund or project is spent within budget • Strong communication with suppliers and key partners on the delivery of the project • Issues are addressed in a timely manner and avoid any detrimental effect on the project 	
<p>KRA 3: Monitoring & Evaluation of all projects and funds</p> <ul style="list-style-type: none"> • Preparing internal reports for the Manager of Environmental Partnerships and staff members of the Service • Collect, process, and evaluate the off-site and on-site data, process and interpret chemical, geographical, and geological data for preparing environmental reports and work plans accordingly 	<ul style="list-style-type: none"> • Internal reports are prepared in a timely manner at the request of the Director or Manager • External reports are prepared in a timely manner as per requirements of the funding partner • Partnerships are strengthened with agencies and the public are engaged and provide valuable input and feedback. • Use of data collected for central research work of the Service • Successful enforcement of any breach relating to relevant regulations 	
<p>KRA 4: Execute sound stakeholder engagement</p> <ul style="list-style-type: none"> • Communicate to the public or key stakeholders the objectives, deliverables and outcomes of the project or fund • Raise public awareness on the project through the Service's owned communication assets • Engage with the media on the project and its alignment with national priorities • Conduct training, workshops, meetings to inform stakeholders and general public on development proposals and other environment related activities. 	<ul style="list-style-type: none"> • 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) • Public is educated on the project and particularly on environmental effects • Engage with key local and international media partners to amplify the messages required of the project • Training of key stakeholders are successfully developed to create a better understanding of the project. 	

<p>KRA 5: Executive special projects that has significant national or local interest</p> <ul style="list-style-type: none"> • Policy development from existing projects or projects of national interest that is co-ordinated across multiple stakeholders • Plan projects of national interest or significant environmental impacts within the Service and key funding partners and project teams. These projects relate to a suite of activities in the 6 thematic policy areas of the Service; Land, Marine, Biodiversity, Water, Air and Climate Change • Co-ordinate and communicate projects of national interest or significant environmental impacts within external stakeholders such as other Government agencies, NGOs, private sector and the public. These projects relate to a suite of activities in the 6 thematic policy areas of the Service; Land, Marine, Biodiversity, Water, Air and Climate Change • Monitor and evaluate of these projects of national interest or significant environmental impacts 	<ul style="list-style-type: none"> • Developed policy framework or paper is conducted as a result of the key lessons learnt from the project across multiple stakeholders • Ring-fenced projects are scoped and planned effectively with internal and external stakeholders • Successful co-ordination of these projects with internal and external stakeholders • Strong public awareness through media and communication engagement • 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	Managing multiple projects
2	Monitoring and evaluating projects
3	Meeting reporting requirements for all relevant projects

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	Medium: Advice and information sharing	I s l a n d Environmental Authorities, Pa Enua N G O ' s , Community G r o u p s , Stakeholders	Promoting Providing advice and information sharing
Manager of Compliance Advisory Division.	Heavy Reporting and direction and assistance	S c h o o l s , I n t e r e s t G r o u p s , General Public	Promoting Promotion of environmental management issues and initiatives
Other Compliance Officers & Policy/ Legal Officers.	Heavy: Advice and information sharing		Routine Promotion of environmental management issues and initiatives
Other NES staff	Light 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 Project Management or related field	Bachelor Degree in 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)
2-3 years' experience in a similar position	3- 5 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"> - Proven ability in collating factual information and producing reports. - Communicates with clarity and vision - Takes ownership and acknowledges impact and outcomes of decisions.
Advanced	<ul style="list-style-type: none"> - Strong analytical skills and thorough understanding of government priorities and challenges. - Can facilitate meetings and workshops (internal and external) - Strengthen and develop partnerships
Working	<ul style="list-style-type: none"> - Highly developed written and oral communication skills, preferably in both English and Cook Islands Maori - Able to think laterally and exercise sound judgement - Identifies opportunities for innovation and improvement - Able to manage limited resources - Able to handle confidential and sensitive information - High level of accuracy, initiative, creativity and accountability - Proficient use of Microsoft office programmes
Awareness	<ul style="list-style-type: none"> - Public Service experience - Social, Economic, Political and public issues associated with Environment in the Cook Islands

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