



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	TTPA Gardener/Labourer
Division:	Asset Development Division
Responsible To:	Senior Gardener
Responsible For (staff):	Nil
Job Purpose:	<p>The TTPA Gardener/Labourer is specifically engaged to work with the Senior Gardener to support the delivery of the Te Tau Papa O Avarua / Avarua Town Plan project implementation.</p> <p>The Gardener/Labourer plays an important role in the success of TTPA project and delivering the associated work programme through:</p> <ul style="list-style-type: none">• Supporting the Senior Gardener through providing landscaping, gardening, maintenance and construction support services• Effective delivery of assigned projects and activities.
Date updated:	22 July 2024

AGENCY VISION:

The vision that CIIC aspires to contribute to is:

Te au apinga puapinga te ka tauturu i te iti-tangata Kuki Airani.
“Quality assets that serve the Cook Islands people.”

A longer version of the CIIC vision has also been developed to provide better context

Tau meitaki no te akakoro’anga, akatuke atu i te au apinga no te katoatoa te ka oronga mai, tauturu mate akameitaki atu i te turangaora’anga o te iti-tangata Kuki Airani.

“Fit for purpose, transformational public assets that deliver, serve, and improve the wellbeing of the Cook Islands people, in harmony with our culture and our environment.”

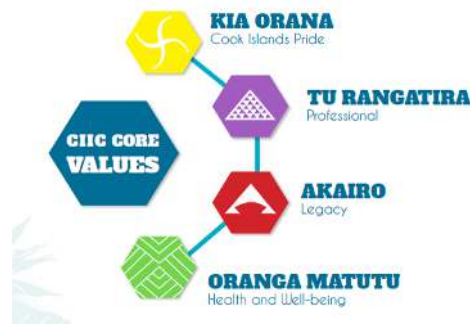
CIIC’s vision (quality assets that serve the Cook Islands people) has a very wide remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National vision and national development sustainable plan.

CIIC’s vast scope of responsibility includes:

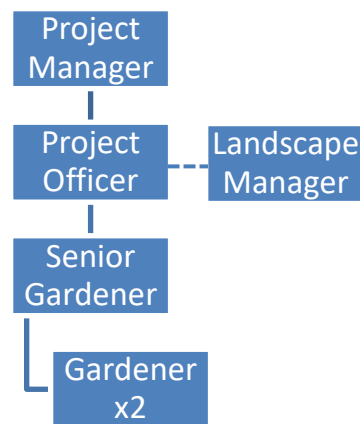
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure and enterprises including Avaroa Cable,
7. Facilities management including Punanga Nui Market; and
8. Seabed mineral assets and enterprises

The CIIC has a vast scope of responsibilities with technical ownership of all crown assets and contributing to national development across a number of areas.

AGENCY VALUES:



ORGANISATION CHART:



KEY RESULT AREAS (KRA'S)/ OUTPUTS:

KRAS FOR THE POSITION:	KEY PERFORMANCE INDICATORS:
KRA1: Garden implementation for TTPA project	<ul style="list-style-type: none"> Works with the Senior Gardener to implement planting plans (plant out and maintenance) to a high standard for various planned garden locations within the Avarua, Panama and Punanga Nui areas Maintain nursery & plant stock Assist in garden construction tasks, set-out preparation & quality finishing Assists in ensuring planting areas are well cordoned off during work in progress to avoid any public hazards or risks Gardening, garden maintenance and basic garden construction activities are carried out competently, in a timely manner and to high quality standard
KRA 4: Contributing to CIICs Values Be an active part of the CIIC team.	<ul style="list-style-type: none"> Ability to maintain a positive attitude and professional demeanour and appearance at all times and perform well under project constraints and deadlines Ability to develop productive relationships with the project team, with contractors, and with design teams and clients Adherence to Health and Safety regulations for the various work sites Shows flexibility and adapts to changing and challenging situations through assisting and supporting the organisation on general matters, as directed.
KRA 5: Workplace Health and Safety The employee is responsible for	<ul style="list-style-type: none"> Adherence to Health and Safety regulations for the various work sites Identifying hazards in a timely and appropriate manner. Eliminating, isolating and minimizing hazards.

contributing to workplace health and safety	<ul style="list-style-type: none"> Monitoring Workplace Health and Safety and bringing deficiencies to the attention of the Project Officer or Project Manager Complying with all health and safety policies, requirements and instructions.
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WORK COMPLEXITY:

<i>This position encompasses a range of challenging activities undertaken (3-4 examples):</i>	
1	Time and workload management
2	Multi-tasking across role responsibilities
3	Managing conflicting priorities while following through on commitments

AUTHORITY:

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff.

Financial	Not applicable
Staff	Not applicable
Contractual	Not applicable

FUNCTIONAL RELATIONSHIPS:

The requirement for human relations skills in dealing with other personnel and external contacts.

Internal	Nature of Contact	External	Nature of Contact
Project Officer & Senior Gardener	Heavy Establishing work plans, priorities for garden set-outs, planting and completion. Ongoing communication and collaboration. Advice, input and guidance.	Contractors & Suppliers	Low Collaboration during work
Project Manager & Project Management Unit	Medium Offering and providing support, advice and solutions	Project Stakeholders	Low Advice on garden selection/plants,
GM-Asset Development	Low Verbal progress updates. Advice, input and guidance.		

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)
<ul style="list-style-type: none"> NCEA Level 2 	

EXPERIENCE:

This experience is in addition to formal education:

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
2 years gardening and construction experience	Good knowledge of local Cook Islands plant species

KEY SKILLS/ ATTRIBUTES/ JOB SPECIFIC COMPTENCIES:

The following levels would typically be expected for the 100% fully effective level:

Expert	<ul style="list-style-type: none">• Knowledge of local plant• Horticultural skills• Basic construction labour skills
Advanced	<ul style="list-style-type: none">• Clear communication and listening skills• Garden cultivation and maintenance• Plant selection and sourcing
Working	<ul style="list-style-type: none">• Avarua, Panama, Punanga Nui Market soil and site conditions
Awareness	<ul style="list-style-type: none">• Local construction industry knowledge

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:

CEO

Date

Employee

Date