



# COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

## JOB DESCRIPTION

<b>Job Title:</b>	<b>TTPA Senior Gardener</b>
<b>Division:</b>	Asset Development Division
<b>Responsible To:</b>	Project Officer
<b>Responsible For (staff):</b>	Support Gardeners
<b>Job Purpose:</b>	<p>The TTPA Senior Gardener is specifically engaged to support the delivery of the Te Tau Papa O Avarua / Avarua Town Plan project implementation and beautification outputs.</p> <p>The Senior Gardener plays an important role in the success of TTPA project and delivering the associated work programme through:</p> <ul style="list-style-type: none"><li>• Nursery maintenance and plant mass cultivation</li><li>• Garden construction, setouts, preparation and planting</li><li>• Garden and grounds maintenance</li><li>• Supervision and work allocation for support staff</li></ul>
<b>Date updated:</b>	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:

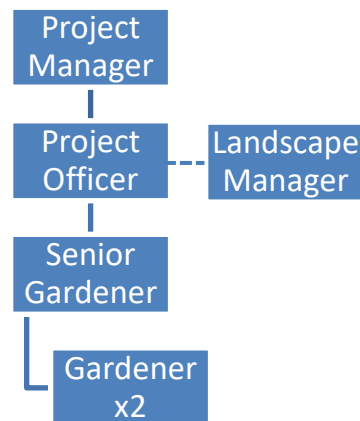
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure 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:
<b>KRA1: Garden implementation and completion for TTPA project</b>	<ul style="list-style-type: none"> <li>• Works with the project team to establish vibrant gardens to a high standard for various planned gardens and locations within the Avarua, Panama and Punanga Nui areas</li> <li>• Supports and works with the Landscape Manager to finalise garden layouts and plans</li> <li>• Leads the installation of garden infrastructure e.g. curved concrete edging or rock wall, and selection of plant and trees with a focus on colour, longevity, suitability for the location and low maintenance.</li> <li>• Leads garden setouts, infrastructure installation, preparation &amp; planting</li> <li>• Adequately cordons off areas that are under works; during works and when unattended</li> <li>• Maintain nursery &amp; plant mass cultivation</li> <li>• Nursery upkeep, gardening and grounds maintenance activities are carried out competently, in a timely manner and to quality standard.</li> <li>• Maintains a positive and healthy team environment and attitude</li> </ul>
<b>KRA 4: Contributing to CIICs Values</b> Be an active part of the CIIC team.	<ul style="list-style-type: none"> <li>• Ability to maintain a positive attitude and professional demeanour and appearance at all times and perform well under project constraints and deadlines</li> <li>• Ability to develop productive relationships with the project team, with contractors, and with design teams and clients</li> <li>• Adherence to Health and Safety regulations for the various work sites</li> <li>• Shows flexibility and adapts to changing and challenging situations through assisting and supporting the organisation on general matters, as directed.</li> </ul>

<p><b>KRA 5: Workplace Health and Safety</b> The employee is responsible for contributing to workplace health and safety</p>	<ul style="list-style-type: none"> <li>• Adherence to Health and Safety regulations for the various work sites</li> <li>• Identifying hazards in a timely and appropriate manner.</li> <li>• Eliminating, isolating and minimizing hazards.</li> <li>• Monitoring Workplace Health and Safety and bringing deficiencies to the attention of the Project Officer or Project Manager</li> <li>• Complying with all health and safety policies, requirements and instructions.</li> </ul>
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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.

<b>Financial</b>	Not applicable
<b>Staff</b>	Not applicable
<b>Contractual</b>	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 & Landscape Manager	<b>Heavy</b> Establishing work plans, priorities, and goals. Ongoing communication and collaboration. Advice, input and guidance.	Contractors & Suppliers	<b>Medium</b> Coordinating garden set-outs and planting
Project Manager & Project Management Unit	<b>Medium</b> Collaboration on designs and plant selection, offering and providing support, advice and solutions	Project Stakeholders	<b>Low</b> Advice on garden selection/plants,
GM-Asset Development	<b>Medium</b> 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"> <li>• NCEA Level 2</li> </ul>	

### 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 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:

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

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date