



# COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Buildings &amp; Projects Manager</b>
<b>Division:</b>	Asset Management Division
<b>Responsible To:</b>	General Manager, Asset Management Division
<b>Responsible For (staff):</b>	Buildings Maintenance Supervisor, Asset Analyst, Projects Works Supervisor
<b>Job Purpose:</b>	The Buildings and Projects Manager is responsible for leading and managing the Buildings and Projects Unit. This role ensures the maintenance and improvement of public buildings, the successful delivery of small to medium-sized projects, including major refurbishment and some new construction projects. This position also acts as the second in charge of the Asset Management Division in the absence of the General Manager.
<b>Date updated:</b>	10 September 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.”*

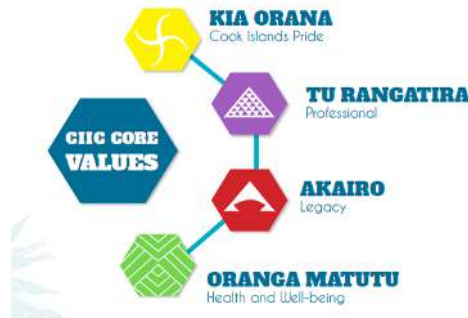
CIIC’s vision (quality assets that serve the Cook Islands people) has a very wide remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National vision and national development sustainable plan.

#### CIIC’s vast scope of responsibility includes:

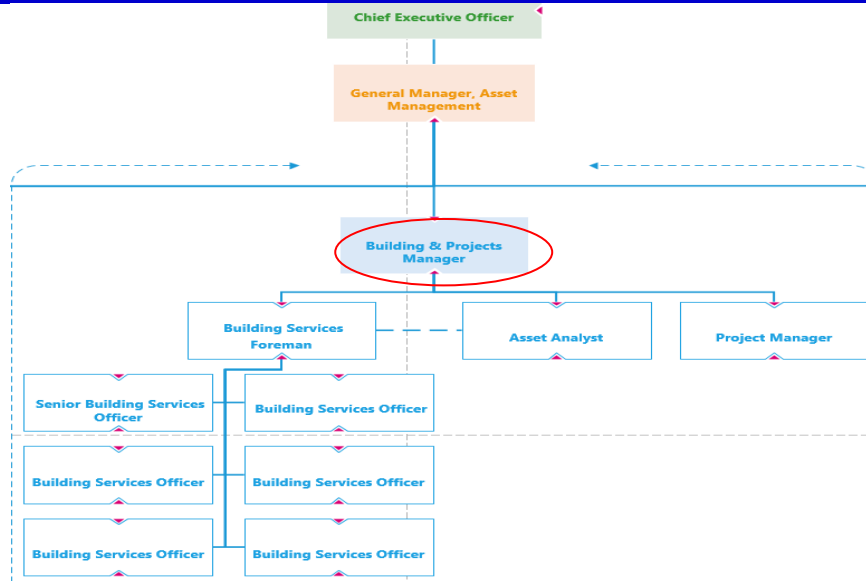
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure 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:
<p><b>KRA 1: Asset Management and Project Delivery</b> Manage asset maintenance and project execution within the Buildings and Projects Unit.</p>	<ul style="list-style-type: none"> <li>• Achieve 100% of maintenance and project deadlines within budget and timeframes each quarter.</li> <li>• Submit monthly project status reports on time.</li> <li>• All building refurbishments to meet quality standards.</li> <li>• Ensure 95% of stakeholder satisfaction with completed projects.</li> </ul>
<p><b>KRA 2: Team Leadership and Development</b> Manage and support staff in the Buildings and Projects Unit.</p>	<ul style="list-style-type: none"> <li>• Conduct monthly team meetings and bi-annual and annual performance reviews.</li> <li>• All direct reports complete mandatory training each year.</li> <li>• Maintain a score of 4/5 or higher in team satisfaction surveys.</li> </ul>
<p><b>KRA 3: Budget Management</b> Ensure efficient use of resources and manage the unit's budget effectively.</p>	<ul style="list-style-type: none"> <li>• Remain within a 5% variance of the annual budget.</li> <li>• Provide monthly budget reports.</li> <li>• Identify and achieve cost savings of 10% on project costs annually.</li> <li>• Maintain zero financial compliance issues.</li> </ul>
<p><b>KRA 4: Contributing to CIIC's Values</b> Be an active part of the CIIC</p>	<ul style="list-style-type: none"> <li>• Participate in 90% of team-building events.</li> <li>• Collaborate with other units on cross-functional projects.</li> <li>• Ensure 95% completion of assigned tasks aligned with CIIC goals.</li> </ul>

team, supporting a culture of integrity, professionalism, and teamwork.	<ul style="list-style-type: none"> <li>• Maintain consistent communication with stakeholders.</li> </ul>
<b>KRA 5: Workplace Health and Safety</b> Contribute to workplace health and safety by following CIIC safety policies and promoting a safe work environment.	<ul style="list-style-type: none"> <li>• 100% compliance with safety protocols in all projects.</li> <li>• Ensure zero workplace accidents per quarter.</li> <li>• Conduct quarterly safety audits.</li> <li>• Complete safety training for all team members annually.</li> </ul>
<b>KRA 6: Stakeholder Engagement and Communication</b> Maintain positive relationships with stakeholders, ensuring clear and transparent communication.	<ul style="list-style-type: none"> <li>• Provide monthly updates to key stakeholders.</li> <li>• Conduct bi-annual stakeholder satisfaction surveys.</li> <li>• Respond to stakeholder inquiries within 48 hours.</li> <li>• Achieve 95% satisfaction rating from stakeholders.</li> </ul>

### WORK COMPLEXITY:

<i>This position encompasses a range of challenging activities undertaken (3-4 examples):</i>	
1	Managing multiple projects with competing deadlines.
2	Ensuring projects remain within budget despite fluctuating costs.
3	Balancing day-to-day operations with strategic long-term planning.
4	Coordinating communication between different teams, contractors, and stakeholders with diverse expectations.

### AUTHORITY:

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

<b>Financial</b>	< \$15,000
<b>Staff</b>	N/A
<b>Contractual</b>	<\$15,000

### FUNCTIONAL RELATIONSHIPS:

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

<b>Internal</b>	<b>Nature of Contact</b>	<b>External</b>	<b>Nature of Contact</b>
GM, Asset Management	Strategic planning, reporting, and updates	Contractors	Project coordination and contract negotiation
Buildings Services Supervisor	Performance reviews, day-to-day supervision	Government Agencies	Reporting on building compliance and maintenance status
Asset Analyst	Data analysis and reporting	Suppliers	Procurement and sourcing of materials
Projects Works Supervisor	Supervision, project updates	Community Representatives	Engaging stakeholders for feedback and updates
Contracts & Procurement Manager	Supplier selection and engagement protocols		

**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.

<b>Essential: (least qualification to be competent)</b>	<b>Desirable: (other qualifications for job)</b>
<ul style="list-style-type: none"> <li>Bachelor’s degree in construction, engineering, or project management</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate qualification in Asset Management or similar</li> </ul>
<ul style="list-style-type: none"> <li>Project Management certification</li> </ul>	<ul style="list-style-type: none"> <li>Certification in Health and Safety</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.

<b>Essential: (least qualification to be competent)</b>	<b>Desirable: (other qualifications for job)</b>
<ul style="list-style-type: none"> <li>10+ years of experience in project management and maintenance of public buildings</li> </ul>	<ul style="list-style-type: none"> <li>Experience in managing refurbishment projects or new constructions</li> </ul>
<ul style="list-style-type: none"> <li>Proven leadership and people management experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience with budgeting and financial reporting</li> </ul>

**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>Project management</li> <li>Strategic planning</li> <li>Contract negotiation</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>Budgeting and financial management</li> <li>Team leadership and development</li> <li>Problem-solving and decision-making</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>Asset management systems</li> <li>Stakeholder communication</li> <li>Time management</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>Health and safety regulations</li> <li>Public sector procurement</li> <li>Environmental sustainability</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:**

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CEO

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date