



Ministry of Internal Affairs
GOVERNMENT OF THE COOK ISLANDS

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POSITION SUMMARY

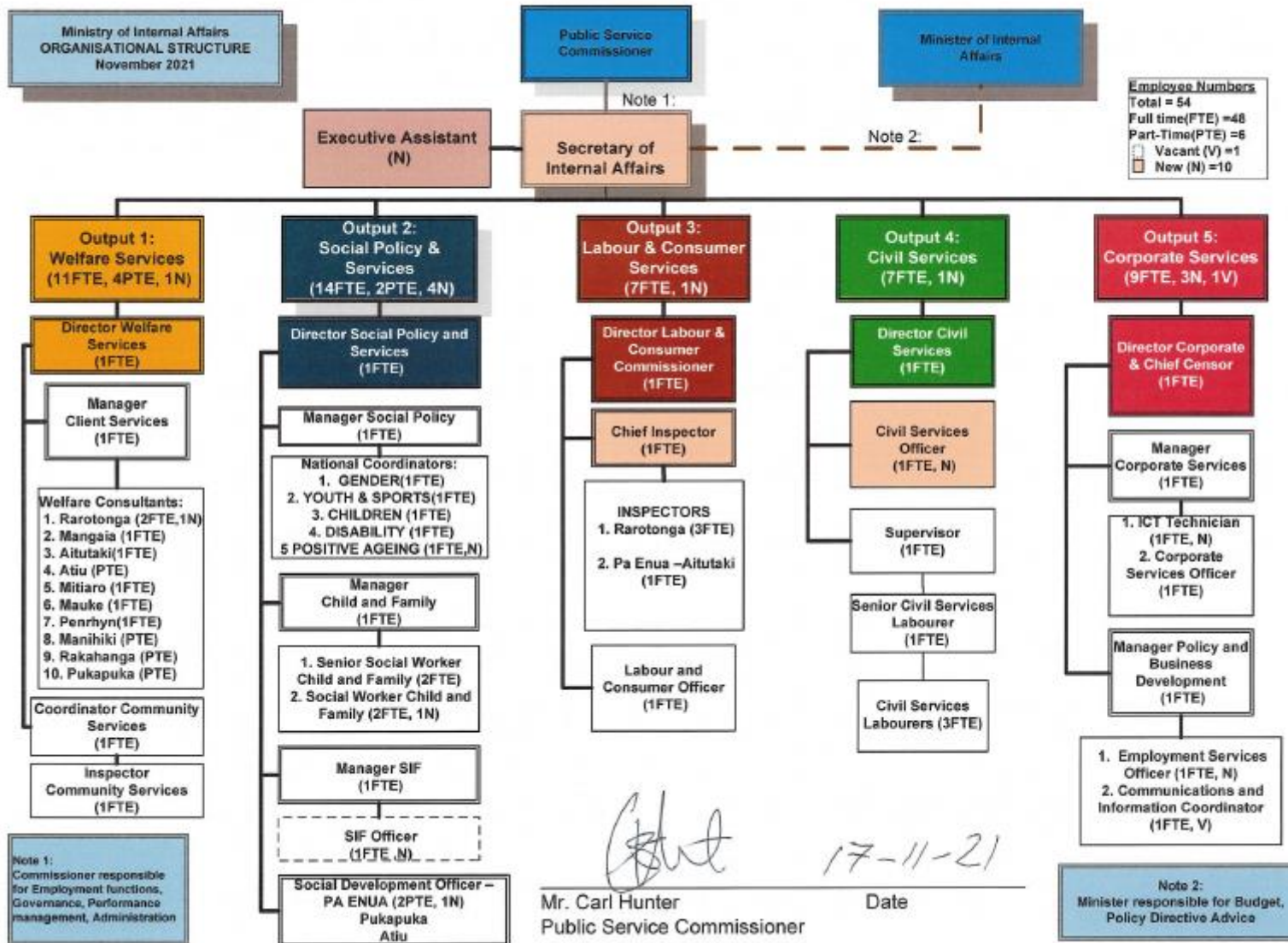
Job Title:	Manager Policy and Business Development
Division:	Corporate Services
Responsible To:	Director
Responsible For:	2 staff
Job Purpose:	<p>The role of the Manager Policy and Business Development is to ensure that all policy is aligned with the Ministry's strategic objectives and to lead business development change and social and economic development by providing a range of high level services including but not limited to:-</p> <ul style="list-style-type: none">- Reviewing and developing policies and procedures for continuous improvement and development;- ensuring all business development is aligned with the strategic plans and objectives- providing project management support and oversight;- leading business development and implementation;- developing training tools and facilitation for workshops and stakeholder meetings for Ministry legislation, policy and business development;- providing research findings on assessing the trends and developments overseas that are of relevance to the Cook Islands. <p>This is a senior management role requiring specialised skills in policy writing, legal interpretation of the Cook Islands law, project management, business development for future growth and regional, national and international research to guide the Ministry.</p>
Job Classification:	Function: Corporate Support across the Ministry Jobwise Code Band J
Date updated:	28 October 2020
Date approved by JEC:	

AGENCY VISION

Expand economic opportunities, improve economic resilience and productive employment by ensuring descent work for all in the Cook Islands.

*Kopu Tangata Matutu, Iti Tangata Matutu,
Strong, resilient families and communities.*

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

<p>KRAs for this position is as follows:</p> <ol style="list-style-type: none"> 1. Business Development 2. Policy Development and Planning 3. Project Management 4. Research 5. Health and Safety 6. Teamwork, Continuous Improvement and INTAFF Values 	<p>Key Performance Indicators (use SMART principles)</p> <p>Jobholder is successful when:</p>
<p>1. Business Development <i>Preparation of short, medium and long term plans for business development growth in the Ministry.</i></p>	<p>Jobholder is successful when:</p>
<ul style="list-style-type: none"> • Ensure the business development strategy incorporates the understanding of the Cook Islands law in relation to the political, economic, cultural and social structures for a unique Cook Islands transformation change. • Marketing strategies and implementation plans are recognised and accepted by all citizens in the Cook Islands. • Develop training tools for all staff in the Ministry. • Continuously work closely with Directors and Managers of all business units in the Ministry to achieve well trained staff. • Conduct staff training to all staff by business unit needs. • Legal relevance of the Cook Islands law are effectively and efficiently incorporated and communicated. 	<ul style="list-style-type: none"> • Develop a business development strategy for the Ministry of Internal Affairs. • Setup a training tool for the staff of the Ministry. • Establish the Train-the-Trainer Course outline for capacity building of staff. • Establish a Leadership Training Programmes for long term development. • Incorporate Cook Islands legislation into the training programme. • Ability to draft, interpret and provide advice on Cook Islands legislation for continuous growth and development of the Ministry. • Provide legal and sound advice to the Secretary and the Business Unit leaders of the Ministry.
<p>2. Policy Development and Planning</p>	<p>Jobholder is successful when:</p>
<ul style="list-style-type: none"> • Develop policies and procedures for continuous business development and growth in the Ministry. • Ensure all policies developed aligns to the OPSC policy guidelines. • All policies and procedures are effectively and efficiently communicated to the business unit buy-ins of Directors and Managers of the Ministry. • All policies and procedures have legal stances that are recognised and accepted across Government Ministries, Island Governments, Crown Agencies, Ministerial Support Offices, Statutory Agencies, State Owned Enterprises and Other Agencies. 	<ul style="list-style-type: none"> • Setting policy completions, annual work plan development guidelines, training tools incorporated and continuous monitoring to ensure adherence to OPSC Policy guidelines. • Development of policies that are subjective and objective to achieving the Ministry strategic objectives based on the Ministry's annual strategic plans. • Developing, communicating and receiving the full buy-in of all Business Unit Directors and Managers of the Ministry including the Secretary of Internal Affairs.

	<ul style="list-style-type: none"> • Ability to adapt to changes of the political, economic, cultural and social structure of the governmental environmental changes for continuous business development in the Ministry.
<p>3. Project Management <i>Ensure the Projects are tracked, reported and effectively managed.</i></p>	<p><i>Jobholder is successful when:</i></p>
<ul style="list-style-type: none"> • Ensure all AID Donor funded agency project funding are recorded and efficiently managed. • Maintain effective and efficient communication to Business Units. • Keep all stakeholders well informed of funds management and records keeping are in place. • Keeping the Directors and Managers well informed of AID funding movements from the implementation stage to the final closure of projects maintained by the Ministry. 	<ul style="list-style-type: none"> • Creating a Financial Report for Business Units of the Ministry. • All funding movement of AID Funds are reported to the Business Units in a timely manner. This includes when funds are at 10% of its funding grants to advise Business Units it the likely events they would overspend on budget actuals received. • Continuously building stakeholder relationships with the MFEM Treasury, DCD and Donor Funding Agencies. • Maintain excellent financial records and timely financial reports in accordance with Ministry-Donor Agency agreements. • Open and clear communications with Directors and/or Managers of the Ministry.
<p>4. Research <i>Coordinates and administers research into assessing trends and developments overseas relevant to the Cook Islands.</i></p>	<p><i>Jobholder is successful when:</i></p>
<ul style="list-style-type: none"> • Ability to identify market segments and business trends in order to maximise business opportunities for the Ministry. • Ability to conduct market research to determine new partner and partnership opportunities. • Ability to organise multi-modal leadership talent development opportunities and coordinate on-and-offsite talent programmes for Business Development in the workplace. • Provide sound knowledge of research findings to engaging new donor funding agencies for the development of the Ministry. • Enhance business development opportunities for existing services provided by the Ministry. 	<ul style="list-style-type: none"> • Effectively identifies new business opportunities for business development in the workplace. • Provides innovative ideas for growth in the Corporate Services business unit. • Shows confidence in providing a multi-modal leadership talent programme for development opportunities. • Achieves the INTAFF Strategic Objectives continuously. • Works well with the team every time, all the time.
<p>5. Health and Safety</p>	<p><i>Jobholder is successful when:</i></p>

<ul style="list-style-type: none"> • Take responsibility for keeping self and team free from harm. • Ensure staff are informed of Government of the Cook Islands Health and Safety requirements in the workplace and are equipped to carry out their work safely. • Ensure occupational health and safety standards are met and ensure disaster risk management policy is in place, implemented and tested regularly. 	<ul style="list-style-type: none"> • All steps are taken to ensure the safety and wellbeing of the staff. • All requirements of Government of the Cook Islands Occupational, Health and Safety policy and procedures are met.
6. Teamwork, Continuous Improvement and INTAFF values	<i>Jobholder is successful when:</i>
<ul style="list-style-type: none"> • Compliance with Code of Conduct and all internal Government of the Cook Island and Public Services Commission policies. • Positively contributes to improvement in output delivery by the team, efficiency of processes, procedures and behaviours. • Willingly assist the Secretary and other team members to learn new skills and share knowledge. • Lives the I.N.T.A.F.F. vitamins and values actively and participates in all scheduled team activities. 	<ul style="list-style-type: none"> • Mid-Year and Annual self-assessments of performance are completed on time and areas of improvement agreed and worked on. • Full attendance and contribution to team meetings as recorded in minutes. • Contributes to team performance. • Displays behaviours in line with the Ministry of Internal Affairs vitamins and values. • Participates willingly in scheduled team activities.

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Managing external pressures on Heads of Business Units workload effectively e.g. stakeholders, media, public complaints, politicians, other Heads of Business Units and senior public servants
2	Managing public complaints and assessing who should respond to those complaints
3	Ensuring the business units complete external and internal reports requiring HOM review in a timely manner (business development strategies, policy development and implementation plans and acceptance from Directors and Managers) as directed by the Director Corporate Services
4	Ensuring staff comply with capacity building training materials in understanding of Government and Ministry policies
5	Ensuring each business unit maintains effective records in an appropriate accessible manner

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (*Explain the authority if any*)

Financial	Yes - advisory
Staff	Yes – advisory
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
Secretary	Heavy: advisory, reporting, influencing, seeking advice	MFEM	Routine: reporting and seeking advice
Business Units	Heavy: leading, influencing, advisory, managing	PSC	Routine: reporting and seeking advice
Staff	Heavy: leading, influencing, advisory, managing	Donor Partners	Medium: represent the Ministry, reporting, seeking advice, negotiate, monitoring.

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"> A Bachelor's Degree in Economics, Business Administration, Project Management, Public Sector Management, Law or similar field. 	<ul style="list-style-type: none"> Post Graduate Degree in Economics, Business Administration, Project Management, Public Sector Management, Law or similar 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)
<ul style="list-style-type: none"> At least 3-years' experience in leading the team and business administration. At least 6 years work experience in Economic, Project Management, Public Sector Management and Law. 	<ul style="list-style-type: none"> At least 5-years' experience in leading the team and business administration. At least 8 years work experience in Economic, Project Management, Public Sector Management and Law.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<p>Ability to build effective networks across Government and private sector and negotiate appointments and deadlines.</p> <p>Highly capable in problem solving and finding solutions to meet the Ministry strategic objectives.</p> <p>Ability to review and seek improvements in current policies and procedures and implement changes.</p> <p>Excellent knowledge of public service policies and procedures and legislative requirements such as CIGFPPM, Public Service Act, Official Information Act and all legislation administered by the Ministry of Internal Affairs.</p> <p>Highly capable in project management, property and asset management.</p> <p>Excellent knowledge and ability to provide sound legal drafting and legal interpretation of the Cook Islands Law.</p>
Advanced	<p>Sound knowledge in policy writing.</p> <p>Ability to ensure efficient and effective project management, property and asset management policies and procedures.</p>

	Ability to develop training tools and capacity building framework and provide a strategic training plan for INTAFF staff.
Working	Ability to ensure all staff adhere to internal and public service policies in a timely manner and to high standard. Ability to negotiate and manage public relations.
Awareness	Good computer literacy skills and ability to learn new IT applications. Strong written and verbal communications (in English and Maori). Effective time management skills. Experience in office and information management skills. Knowledge of public service policies relating to OHS, project management, property and asset management.

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.

ACCEPTANCE AND APPROVAL OF THE JOB & EVALUATION COMMITTEE ASSESSMENT

Date Approved: __ / __ / 2020

Accepted and Signed for and on behalf of the Ministry of Internal Affairs:

Secretary of Internal Affairs

RECRUITMENT ACCEPTANCE AND ENDORSEMENT

Approved:

Director/HoM

Date

Employee

Date