



**TE MANA TUMOTU O TE KUKI AIRANI
MINISTRY OF TRANSPORT
GOVERNMENT OF THE COOK ISLANDS**

PO Box 61 Rarotonga Cook Islands Phone (682) 28810 Fax (682) 28816 www.transport.gov.ck

POSITION SUMMARY

Job Title:	Director
Division:	Land Transport Authority
Responsible To:	Secretary of Transport
Responsible For:	One staff
Job Purpose:	<ol style="list-style-type: none">1. To lead, manage and oversee the operations of the Land/Road Transport Authority and Regulatory functions of the Authority.2. Oversight in the delivery of Authority outputs in line with Ministry's objectives and policies.3. Promote and enhance a safe, secure and clean transport environment.4. Facilitate a safe transport service
Job Classification:	Function (Policy, Regulatory, Governance) Jobwise Code: L7 Job Band: J
Date updated:	12 March 2020

AGENCY VISION

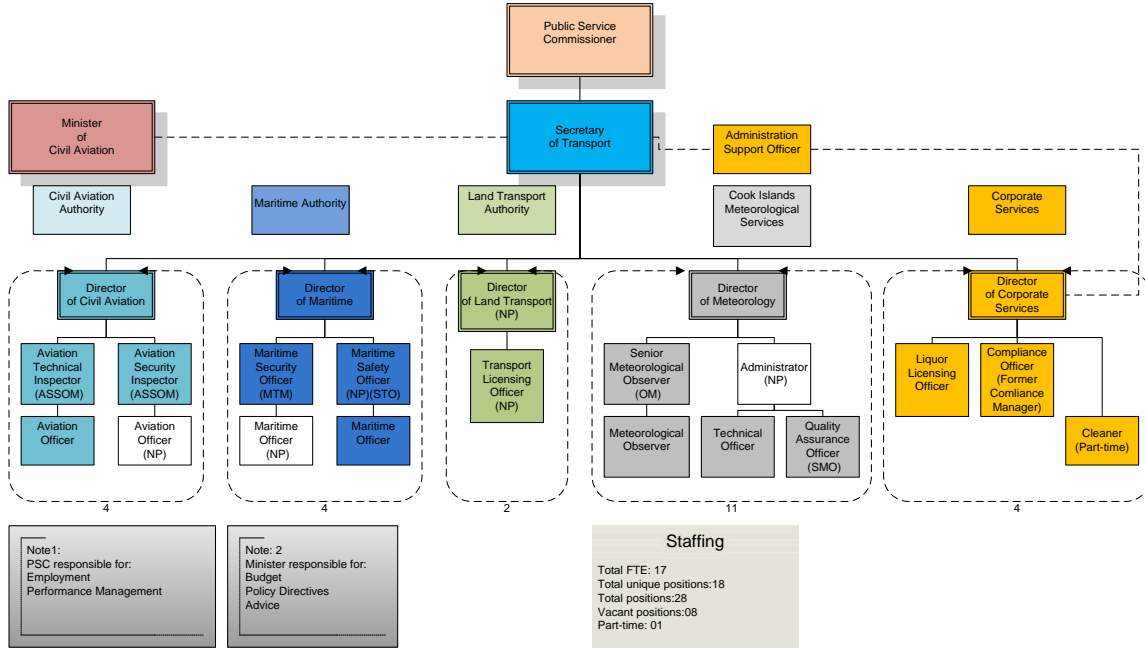
“SAFE AND SECURE MANAGEMENT OF OUR LAND, SEA AND AIR ENVIRONMENT”.

The Ministry of Transport (MoT) is committed to ensuring the safe and secure operation of all aircrafts, vessels, weather reporting activities and administration regardless of size, nature of operation and location in, surrounding, and above the Cook Islands. This includes a safe and secure environment.

ORGANISATIONAL STAFFING STRUCTURE

Te Mana Tumotu o te Kuki Airani

Ministry of Transport Organisational Structure 2019-20



Approved and signed by:
Public Service Commissioner

KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA1: Leadership and Management</p> <ul style="list-style-type: none"> ▪ Be accountable and provide oversight for the Division's programme of work, including the planning, scheduling and monitoring of deliverables. ▪ Ensure that there is integration and collaboration between the Authority's work programme and other work programmes within the Ministry. ▪ Build and maintain a commitment to the vision and values in alignment with Ministry's culture. ▪ Develop people capability within the Division. ▪ Provide oversight and direction to staff. ▪ Foster collaborative teamwork within the Authority, Ministry, Government Agencies and Ministries, and key stakeholders. 	<ul style="list-style-type: none"> ▪ Authority's key deliverables are met. ▪ Business planning including plans, proposals, forecasts, reports and budgets are timely, well-resourced and accurate. ▪ Work programme meets the current and future needs of the Ministry. ▪ Staff training needs are identified, followed up and coaching and mentoring is provided. ▪ Collaborative teamwork amongst Authority staff and across the Ministry is ingrained as the way we work. ▪ Collaboration between the Authority and other Agencies and stakeholders is ingrained in the way we work.
<p>KRA2: Policy Development</p> <ul style="list-style-type: none"> ▪ Direct the development and review of national policies and strategies for which the Ministry is lead agency. ▪ Represent the Ministry on national policies and strategies for which the Ministry is a key stakeholder and or contributor. ▪ Represent the Ministry's position, and input into national policies and legislation for which the Ministry is a key stakeholder and/or contributor. ▪ Direct research and provide advice and assistance on all matters relating to land transport. 	<ul style="list-style-type: none"> ▪ National policies and strategies are developed and reviewed. ▪ The Ministry is represented in a constructive and professional manner. ▪ Staff are engaged and the Ministry's position is clearly represented in national policies and legislation. ▪ Research, assistance and advice is provided in a timely and professional manner.
<p>KRA3: Licensing and Regulation</p> <ul style="list-style-type: none"> ▪ Oversee the Authority's licensing and regulatory functions. ▪ Oversee the development of procedures, standards and levels of service for licensing and regulation. ▪ Oversee enforcement processes. ▪ Maintain a Land Transport registry as required. 	<ul style="list-style-type: none"> ▪ Authority's licensing and regulatory functions are effective, efficient and transparent. ▪ Procedures, standards and levels of service for licensing and regulation are developed, regularly reviewed and updated. ▪ The Secretary is satisfied with the standard of levels of service, processes and documentation. ▪ Land Transport Registry is regularly updated.

<p>KRA4: Ministry Activities and Requirements</p> <ul style="list-style-type: none"> ▪ Act as an effective member of the Ministry's leadership team, assisting the Ministry to provide organisational outcomes. ▪ Participate in strategic and business planning and budgeting activities. ▪ Provide input into budget processes. ▪ Assist in reporting on behalf of the Ministry, including annual report and budget reports. ▪ Participate in business improvement initiatives and identify opportunities for improvement. ▪ Conduct regular performance management assessment as required. 	<ul style="list-style-type: none"> ▪ The Secretary is briefed and tactically positioned for matters relating to Land Transport and Licensing. ▪ Participation in strategic planning and business planning activities. ▪ Input provided to budget process at least 2 weeks prior to the deadline for budget submission. ▪ Assistance provided for reporting purposes. ▪ Business improvement initiatives provided to Secretary within agreed timeframes. ▪ Performance management assessments are conducted.
<p>KRA5: Engagement</p> <ul style="list-style-type: none"> ▪ Engage and collaborate with other Ministries and Government Agencies, particularly with Infrastructure Cook Islands (ICI), Cook Islands Police Service (CIPS), Office of the Prime Minister (OPM), Ports and Airport Authorities, Ministry of Health, Pa Enuā and other agencies or organisations as required. ▪ Assist the Secretary in developing responses to information requests, at the level of detail appropriate for the Media and general public. ▪ Participate in regional and international activities at the Secretary's request, including meetings and training. ▪ Provide advice on requirements to amend legislation, policy or procedures based on developments at a regional and international level. ▪ Provide responses in a timely manner. ▪ Ensure record of response is maintained. 	<ul style="list-style-type: none"> ▪ Effective engagement with other Ministries and Agencies with no duplication of services. ▪ Information requests are responded to in a timely and professional manner. ▪ Participation in activities as per priorities agreed with the Secretary. ▪ Briefs and reports including implications and recommendations for legislation, policy or procedures are provided in the time-frame agreed with the Secretary. ▪ Responses provided at the level of detail within the time-frame agreed. ▪ All responses are recorded in the response data as per MoT QMS.

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Strengthening internal and external relationships through advising, facilitating and communicating.
2	Problem-solving skills – analysing and resolving
3	Ensuring that the operations and of the Division are conducted within budget
4	Ensuring staff satisfaction and effective implementation of the Division's deliverables

5	Contribute to the reduction of major and minor accidents on all roads and ensure responses are provided in a clear and unambiguous manner.
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AUTHORITY

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

Financial	No
Staff	Yes – has authority to recruit and induct staff; dismissals are to be made upon recommendation and/or in conjunction with the Secretary
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 - Providing support to the Secretary on Land Transport and Regulatory matters.	Stakeholders and interest groups	Consultation and Collaboration Assist with engaging with stakeholders on the work of MOT.
Land Transport Officer	Heavy - Work closely with Authority staff to achieve all outputs	Government Ministries and Government entities	Routine Engagement as required to ensure alignment (and no overlap) with functions of other Ministries and Government Entities (e.g. ICI)
MOT Directors	Medium - Supporting, advisory	Cabinet, Minister's	Advisory, recommendation, consideration
MOT Staff	Medium - Support, advisory		

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)
Master's degree in any of Business Administration, or Management or Public Policy related field	Bachelors in Civil Engineering

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)
At least 15 years' experience in the transport sector and experience at a senior management level	15+ Years in a senior Management or administration position

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> • Applied experience in managing teams to achieve results • Highly developed interpersonal skills • Advanced communication skills- verbal and written • Proven success at building productive working relationships and resolving issues with internal and external stakeholders • An understanding of the role of the Ministry of Transport in land transport planning, regulation, investment and relevant legislation • Demonstrates ability to inspire confidence in leading work, providing advice, making decisions. • Broad management skills including people leadership, business acumen and positive business achievements and financial management.
Advanced	<ul style="list-style-type: none"> • Previous experience in Government • Success in a senior role in an organisation with demonstrable achievements • Ability to collaborate effectively • Ability to produce quality documentation • Research and analytical skills in policy development • Sets challenging goals for self, reviews performance and adapts as required • Dedicated to high performance and ethical behaviour • Is results-focused and serves the public interest • Works collaboratively with Senior Management and key stakeholders
Working	<ul style="list-style-type: none"> • Understand regional and international issues that may impact on the Ministry or Government • Well-developed written and oral communication skills in English and Cook Islands Maori • Able to make timely decisions • Able to use Microsoft office, Excel, Power Point • Able to think laterally and use sound judgement • Seek opportunities for innovation and improvement • Prepares well-written briefs and reports • Able to handle confidential and sensitive information • High level of accuracy and ability to work as a team player
Awareness	<ul style="list-style-type: none"> • Understands the unique Cook Islands context • Awareness of health and safety factors, office procedures and protocols

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