



**MINISTRY OF FINANCE AND ECONOMIC MANAGEMENT
GOVERNMENT OF THE COOK ISLANDS**

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JOB DESCRIPTION

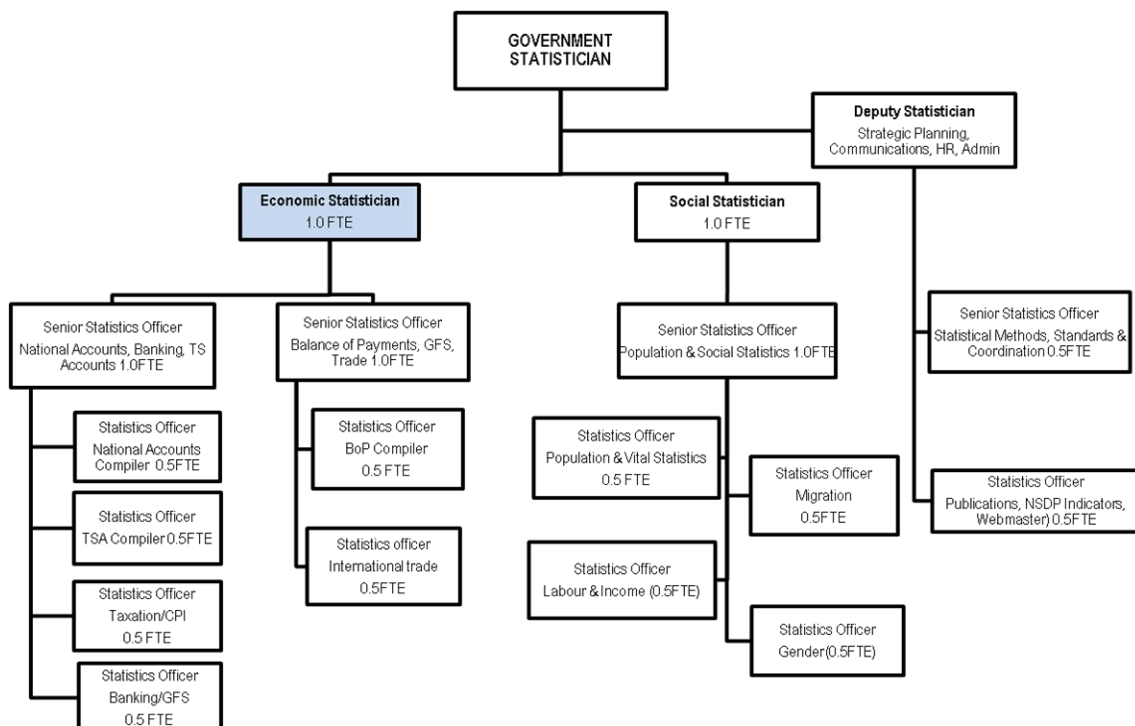
Job Title:	Economic Statistics Manager
Division:	Cook Islands Statistics Office (CISO)
Responsible to:	Government Statistician
Responsible for:	5FTE staff
Job Purpose:	The Purpose of this Job is to: 1.) Lead the development and production of statistical outputs relating to System of National Accounts, Balance of Payments, International Trade Statistics, Government Finance Statistics, Banking Statistics, Consumer Price Index and possibly Tourism Satellite Account and Environmental Accounting; 2.) Assist the CISO in the production of economic statistics while continuously working towards improving the quality, accuracy and timeliness of statistical outputs
Job Classification:	Function Policy and Governance Jobwise Code: T6
Date updated:	Thursday, 17 August 2017

AGENCY VISION

'MFEM shall be a competent and professional organisation, inspiring public trust in managing public finances in pursuit of our national development aspirations'

Statistics Vision: 'To achieve statistical excellence for an evidence-informed Cook Islands'

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (<i>use SMART principles</i>)
<p>KRA 1 (Est. FTE between 60% - 80%): Lead and contribute to daily statistics activities related to the production of core economic statistics as well as specific work deliverable projects by:</p> <ul style="list-style-type: none"> - Leading the production of all CISO statistical economic outputs and development projects relating to the System of National Accounts, System of integrated Economic & Environmental Accounts and Tourism Satellite Accounting - which includes scoping; consulting on objectives, time frames, and key deliverables; contributing to project planning; data mining and data analysis; report writing; and release or implementation. - Consulting with internal and external stakeholders and maintaining enduring and constructive relationships. - Systematically identify and manage risks, errors, and quality assurance issues, and suggest solutions to the Government Statistician. - Interpret numerical information, apply economic conceptual frameworks and analytical tools, and relate data and/or information to conceptual frameworks and real world events. - Identify any new efficiencies, applications, or improvements and present them to the Government Statistician and relevant subject matter colleagues. - Contribute to developing, and reviewing methods and specifications for specific projects, and promote solutions to complex research and/or analytical issues. - Develop a GNI series for the Cook Islands 	<p>Continuous KPIs</p> <p>All assigned statistical development projects are completed within the 10% contingency for time and budget.</p> <p>At least 75% of all assigned statistical production outputs are completed within the specified time in the publication calendar.</p> <p>Discrete KPIs</p> <p>1st Year: i.) Complete a Data Quality Audit Report with an emphasis on identifying gaps in statistical capability and data sources. ii.) Provide recommendations on improving production systems and conceptual frameworks for endorsement into the next business plan.</p> <p>2nd Year onwards: Implement endorsed recommendations</p>
<p>KRA 2 (Est. FTE 10%): Provide leadership in support of Organisational development and change initiatives within the Statistics Office /Ministry of Finance and Economic Management</p> <ul style="list-style-type: none"> - A role model in demonstrating our values, and contributing to the development of a positive organisational culture. - Complies with all local legislative requirements 	<p>Position holder at a minimum must:</p> <ul style="list-style-type: none"> • contribute to 2 Organizational Development initiatives or National Statistical development initiatives per FY • be relied upon to act ethically and respectfully
<p>KRA 3 (Est. FTE 10%): Contribute towards initiatives targeted at setting the National Statistical System's strategic direction:</p> <ul style="list-style-type: none"> - Demonstrating awareness of the CISO purpose, vision, mission & values and contributes to the implementation of certain elements of the CSDS that link to this role and can explain how it contributes to the NSDP. 	<p>Position holder at a minimum must:</p> <ul style="list-style-type: none"> • Lead and/or contribute to 2 CSDS initiatives per financial year (FY)
<p>KRA 4 (Est. FTE between 0%- 20%): Any other Tasks assigned by the Government Statistician:</p> <ul style="list-style-type: none"> - Assist with the production of other core statistics series - Assist with National Surveys and Censuses - Attend and represent CISO at regional and global meetings/trainings/workshops/conventions etc. - Provide internal capacity building and external user support 	<ul style="list-style-type: none"> • At least 90% of all assigned tasks in this KRA have a "satisfactory" or higher rating during the individual performance appraisal process.

- Provide advice on economic statistics to government agencies and any other tasks.	
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The weighting of the KRAs is left to the discretion of the Government Statistician and is subject to change in accordance to the evolving needs of the organisation.

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	<p>Applying conceptual thinking to:</p> <ul style="list-style-type: none"> - Describe the relevance of Economic frameworks in the production of core economic statistics. - Describe how different subject areas (Balance of Payments, GDP figures, International Trade statistics, Tourism and Migration statistics etc.) and conceptual frameworks (System of National Accounts and Tourism Satellite Accounting) connect and overlap. - Specify the limitations of conceptual frameworks, and how this guides the collection and interpretation of different data sources (Tax and customs administrative data sets, Household income and Expenditure Survey, etc). - Describe how real world events taking place in the Cook Islands economy are accounted for by conceptual frameworks, and how this can be used to predict future economic trends.
2	Deep understanding of multiple System of National Account handbooks, manuals and international standards, technical reports, rules and regulations and standard statistical procedures and methods. These complex guidelines may provide a general framework but considerable judgement and additional work initiatives are required to find best possible solution.
3	Iterative, technical, problem solving - Problems are primarily of a strategic nature requiring analysis and the evaluation of several alternative solutions; choosing and implementing one solution; documenting the success, failures and limitations; and deciding whether to continue with current solution complimented with an improvement plan or to select and implement one of the other alternative solutions.
4	Errors in selecting inappropriate methods of data compilation and adaptation can result in misleading and erroneous conclusions, affecting the quality of disseminated statistical information and impacting on the accuracy national budget forecasting/predictions. This in turn would have extremely negative implications on future funding available for government to carry out their services to the people of the Cook Islands.

AUTHORITY

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

Financial	none
Staff	This position may recommend the recruitment of staff and has the responsibility for managing and evaluating performance of those officers directly under this position. May approve annual leave
Contractual	none

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 (applies to all external stakeholders)
Other Statisticians	Heavy routine contact with the other statisticians for quality audits across statistical series (TSA, SNA, Trade, Migration, Population and BOP).	Regional and Transnational Organisations	Heavy Routine contact with a range of external stakeholders:
Economic Advisor and the Budget Team	Medium technical Contact to provide statistics and advice on compilation methodologies, economic insights, quality issues that would have an impact on budget forecasting etc.	Other Government Ministries	That requires data or assistance in compiling/calculating economic development indicators.
Chief Statistician	Heavy routine contact with Chief Statistician on problems and solutions required as described above.	Official independent evaluators & Technical Advisors	Providing feedback and recommendations on data quality.
Financial Secretary	Medium contact with Financial Secretary to update on developments and statistical findings	Private Sector businesses	Contribute to discussions on matters relating to national economic policies
			TSA stakeholders to provide continuous input and governance in Project design and implementation
			Heavy contact with private sector in undertaking statistical surveys

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"> An undergrad major in one (or more) of the following areas: Statistics, economics, management or development studies 	<ul style="list-style-type: none"> Master's degree in the social sciences, commerce or other fields related to Official Statistics.

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)
Substantial technical experience in statistical compilation using the System of National Accounts (5 + years). A minimum of 2 years specialising in the compilation and analysis of Balance of Payments data	2 or more years providing policy advice on national economic and/or fiscal issues Experience in at least 2 long term (multi – year) statistical project/programme

A minimum of 5 years' experience in utilising Microsoft Excel to compile and analyse data.	A Minimum of 2 years of specialist work experience in compiling statistics relating to Tourism Satellite Accounts. (An extension of the System of National Accounts).
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KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<p>Expert <i>Fully conversant with all applications of skill/knowledge in a range of environments/ would be recognised by others as expert in this skill/knowledge could be expected to train others in this skill.</i></p>	<p>Personal Qualities: Adaptability Commitment Initiative Integrity <i>Due to inadequate staff numbers, a share of the job holders FTE is expected to contribute towards filling organisational capability gaps from time to time. These tasks will have additional competency requirements due to various levels of urgency and task complexity. In order to thrive and deliver on these additional work deliverables, the Job holder must be adaptable; show long term commitment to the CISO as an organisation and seeing deliverables through to the end; be unafraid to take the initiative and; must act with integrity at all times.</i></p> <p>Specialist Skill Set: Conceptual thinking Analytical Thinking Advance Statistical Abilities Problem Solving Communication skills Report writing</p> <p><i>In order to add value to the production of quality economic statistics, the Job holder must have the advanced cognitive skill sets highlighted above in addition to the Educational and Experience requirements in this Job description.</i></p> <p><i>These skill sets will ensure that the theoretical economic knowledge (Education requirement) can be applied successfully to International statistical frameworks and; their technical experience is contextualized to the Cook Islands setting.</i></p> <p>Technical proficiency Expert knowledge in the application of the following software: - Microsoft Excel - Microsoft Access - Microsoft Word - Adobe PDF <i>These are the software the Jobholder will be working with extensively on a daily basis.</i></p> <p>Mind Set Attributes: Continuous improvement focus Openness to lifelong learning <i>To ensure the economic statistical outputs produced stay relevant to national needs and consistent with international</i></p>

	<i>standards/frameworks, the job holder must be vigilant in identifying opportunities for quality system improvements and incorporating these into the Statistical business processing model. In conjunction to this, the Job holder must strive to continuously build any related capabilities required to implement strategic and/or operational change initiatives.</i>
Advanced <i>Thorough understanding of skill/knowledge and is able to pass on skills in this area/recognised by colleagues as having proven skill/ knowledge in this area.</i>	Programme/project Management Skills. Mentoring Skills. Practical knowledge: <ul style="list-style-type: none"> - The application of the Statistics Business Processing Model. - Economic concepts and its linkages to international statistical frameworks. Technical proficiency Advanced knowledge in the application of the following software: <ul style="list-style-type: none"> - PC Trade 2012.
Working <i>Sufficient skill to apply in day to day operations in a fluctuating environment/ does not require supervision for routine tasks.</i>	Business planning skills Contextual knowledge: <ul style="list-style-type: none"> - Strategic direction of the National Statistics System - National Sustainable Development Plan - Portfolio area: National economic activities/projects, tourism trends, alternative administrative data sources with knowledge of quality limitations, etc.
Awareness <i>Limited understanding of skill and knowledge area. Sufficient in order to perform basic tasks.</i>	Contextual knowledge: <ul style="list-style-type: none"> - MFEM personnel policy - OPSC National Policies - MFEM Strategy and Annual Business Plan

CHANGE TO JOB DESCRIPTION

These duties are intended to be a guide to the post and should not be considered exhaustive. Changes may be made from time to time in response to the changing nature of the Agency work environment. The department is committed to regular performance appraisal (including setting objectives for review annually) and agreement of personal development plans for all staff to enhance their ability to fulfil the requirements of their post.

Approved:

HoM/Manager

Date

Employee

Date