



Ministry of Finance and Economic Management  
**GOVERNMENT OF THE COOK ISLANDS**

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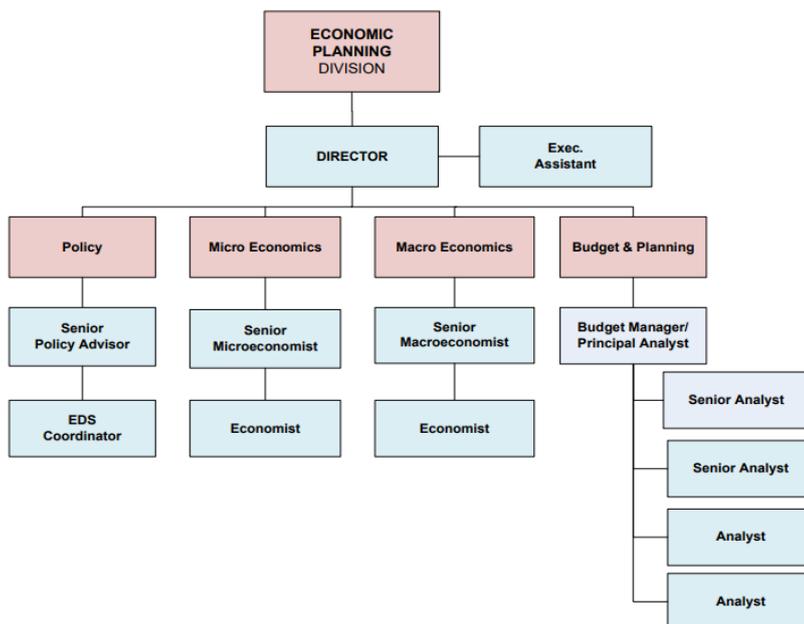
**POSITION SUMMARY**

<b>Job Title:</b>	Senior Policy Advisor
<b>Division:</b>	Economic Planning Division (EPD)
<b>Responsible To:</b>	Economic Planning Division Director- Economic Planning Division
<b>Responsible For:</b>	1 x Staff
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To provide senior policy subject matter expertise to ensure that social development policies are established, implemented, monitored and reviewed.</li> <li>To strengthen policy decision making for effective strategic national planning.</li> <li>Articulate and drive the strategic direction and motivate staff to work collaboratively to achieve the Ministry's vision.</li> </ul>
<b>Job Classification:</b>	Function: Policy, Service Delivery
<b>Date updated:</b>	

**AGENCY VISION**

"MFEM shall be a competent and professional organisation, inspiring public trust and confidence to meet evolving challenges."

**ORGANISATIONAL STAFFING STRUCTURE**



## KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 8)	Key Performance Indicators (use SMART principles)
<b>KRA 1: Strategic Leadership</b>	<b>Jobholder is successful when:</b>
<ul style="list-style-type: none"> <li>• Lead the policy team to deliver high-quality analysis, advice and services on behalf of the Economic Planning Division.</li> <li>• Lead the development of social development policies, consistent with other Government agencies, aligned with the National Sustainable Development Agenda (NSDA) and the Government's international and regional commitments.</li> <li>• Contribute policy advice to the development of cross-sectoral and “whole of Government” policies in conjunction with other government agencies as required.</li> <li>• Represent the Ministry in the policy development process, including taking part in inter-department working groups.</li> <li>• Develop professional expertise on one or more areas of social policy.</li> <li>• Develop and maintain effective strategic relationships with appropriate Government policy and service delivery staff, and information sources.</li> </ul>	<ul style="list-style-type: none"> <li>• A team that demonstrates that it is well-run, accountable and delivering as promised on time and within budget.</li> <li>• Staff understand and can demonstrate how their work contributes to the organisational direction.</li> <li>• Policies are aligned to the strategic direction of the Government, developed and implemented in a consultative manner and approved by Cabinet.</li> <li>• That policies reflect best practice and facilitate consistent and efficient delivery of outcomes.</li> <li>• All stakeholders and customers are engaged and provide valuable input and feedback.</li> </ul>
<b>KRA 2: Policy advisor and advice</b>	<b>Jobholder is successful when:</b>
<ul style="list-style-type: none"> <li>• Provide high-quality advice on complex issues without the need for guidance from others.</li> <li>• Add value to the written communications of others.</li> <li>• Develop and present advice to Elected Members, Directors and Senior management.</li> <li>• Have a breadth of view of organisational issues and an understanding of the key imperatives of other agencies with which they work.</li> <li>• Provide high quality, objective analysis and advice within specified timeframes.</li> <li>• Analyse and review all available information and recommend options for implementation of new policies.</li> <li>• Advise management and/or the Government on the implications of policies, including trends, risks, and development.</li> <li>• Quantify the impact of new and proposed policies on the organisation by completing operational feasibility studies and costings.</li> <li>• Monitor and analyse policies in light of Government priorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Decision-makers have good information to target and prioritise their efforts and resources effectively.</li> <li>• The policy team is agile, innovative and responsive to change in priorities and delivers quality advice and service.</li> <li>• Concept note scoping of policy demonstrates a well-researched analysis of initiatives to align to strategic direction.</li> <li>• Risks and issues are included on MFEM's central register and have mitigation and resolution strategies applied.</li> <li>• Clear process and procedures are in place to monitor and analyse policies and align with Government priorities.</li> <li>• Internal and external stakeholders and customers are well informed and consulted, and positive feedback received.</li> </ul>
<b>KRA 3: Project Management</b>	<b>Jobholder is successful when:</b>

<ul style="list-style-type: none"> <li>• Lead substantial work items on a broad range of issues.</li> <li>• Coordinate input from team members and other contributors.</li> <li>• Carry out analysis of existing policies, processes, products and services; propose and, where applicable, recommend improvements in line with operational standards, legislation, or organisational requirements.</li> <li>• Work on initiatives that contribute towards the Ministry's strategic business plan/outcomes.</li> <li>• Contribute to or lead projects as agreed with your manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence-based monitoring and evaluation of Government policies and compliance against action plans and reporting obligations completed.</li> <li>• Project delivery supports appropriate outcomes in accordance with planning, reporting, and governance requirements.</li> <li>• Policy programmes and projects completed on time.</li> <li>• Responsibilities on key policy areas are allocated within the team and reports submitted to the Director.</li> </ul>
<b>KRA 4: Implementation</b>	<b>Jobholder is successful when:</b>
<ul style="list-style-type: none"> <li>• Design guidelines for the implementation of new policies in line with Government, legislative and organisational requirements.</li> <li>• Apply project management methodology to ensure implementation meets business requirements and business standards.</li> <li>• Oversee information technology changes where applicable.</li> <li>• Where applicable, supervise team members effectively and manage financial resources in accordance with Ministry and Public Finance Act guidelines.</li> <li>• Maintain a high standard of personal integrity in all matters and ensure the Ministry process and protocols are followed.</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of programmes and project priorities of the Policy Team are clearly aligned to the Ministry's strategic plan and outcomes.</li> <li>• Guidelines and associated collateral are fit for purpose, customer-centric and align with NSDA and EDS 2030. Business intelligence system and technology requirements are implemented.</li> <li>• All Government financial resource activities undertaken meet legislative and policy requirements.</li> </ul>
<b>KRA 5: Work Programme</b>	<b>Jobholder is successful when:</b>
<ul style="list-style-type: none"> <li>• Contribute to other areas of the work programme as agreed with your manager in accordance with the needs of the Ministry, your professional areas of interest, and/or your personal development plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Appraisal demonstrates work contributions to other areas of the Ministry, which have impacted personal growth.</li> </ul>
<b>KRA 6: Relationship management</b>	<b>Jobholder is successful when:</b>
<ul style="list-style-type: none"> <li>• Represent the Ministry externally at significant interagency meetings.</li> <li>• Take a leadership role in internal or external meetings as appropriate.</li> <li>• Articulate the Ministry's position and strategy on issues (and related rationale) with accuracy and persuasion.</li> <li>• Consult with internal and external stakeholders to support proposed initiatives or policies, identifying and overcoming barriers as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive relationships and effective communications are maintained with key stakeholders and position the Government to achieve business outcomes.</li> <li>• Active engagement of colleagues, internal and external, supports the Governments' achievement and cross-agency goals and objectives.</li> <li>• All stakeholders recognise the Ministry as an effective government service.</li> </ul>
<b>KRA 7: Mentoring</b>	<b>Jobholder is successful when:</b>

<ul style="list-style-type: none"> <li>Assist in the development and mentoring of policy advisors and graduate policy advisors.</li> </ul>	<ul style="list-style-type: none"> <li>Policy team staff are actively engaged and demonstrate positive personal development attributes.</li> </ul>
<b>KRA 8: Being part of the team</b>	<b>Jobholder is successful when:</b>
<ul style="list-style-type: none"> <li>Actively and positively participate as a member of the team</li> <li>Proactively look for opportunities to improve the operations of EPD</li> <li>From time to time, you may be required to perform other reasonable duties requested by your manager.</li> <li>Comply with and support all health and safety policies, guidelines and initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Contribution to the promotion and effective implementation of positive change.</li> <li>Participates willingly in scheduled team activities.</li> <li>All steps are taken to ensure the safety and wellbeing of the staff.</li> <li>All requirements of the Government of the Cook Islands Occupational, Health and Safety policy and procedures are met.</li> </ul>

## WORK COMPLEXITY

<i>Indicate the most challenging problem-solving duties typically undertaken (3-4 examples):</i>	
1	Developing and implementing strategic policies and action plans consistent with a whole-of-Government approach under the NSDA and EDS 2030.
2	Leading and establishing effective coordination of data collection and planning among the various Ministry policy responsibilities and other Government agencies with social development sector related strategies.
3	Development of business intelligence system and reporting of EDS objectives/actions and outcomes.

## PERFORMANCE STANDARDS

<i>Quality standards that apply and how they will be measured (optional):</i>	
1	<b>Standards for Policy Advisor</b> The Senior Policy Advisor will operate to high standards of professionalism, transparency and demonstrate a focus on capacity development where possible.
2	<b>Quality of work</b> Quality standards will be measured by the contracting agency/steering group when appraising outputs. If necessary, internal or external specialist assistance will be sought for this purpose.
3	<b>General</b> All Services are provided in a professional manner and in accordance with reasonable expectations of the Cook Islands Government. Suppliers must meet or exceed the applicable targets stated in the KRA table/results framework in respect of implementation.

## AUTHORITY

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

<b>Financial</b>	No
<b>Staff</b>	Yes, EDS Coordinator
<b>Contractual</b>	No

## FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills to dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal	Nature of Contact	External	Nature of Contact
<ul style="list-style-type: none"> <li>- Director</li> <li>- Financial Secretary</li> <li>- Treasurer</li> <li>- Statistics Office</li> <li>- Development Coordination Department</li> <li>- Treasury Management Division</li> </ul>	<ul style="list-style-type: none"> <li>- The jobholder will work closely with the Director daily, reporting on work progress.</li> <li>- The jobholder will be required to establish strong relationships with all areas of MFEM, as this will be crucial to their success. Data will be required from all areas.</li> </ul>	<ul style="list-style-type: none"> <li>- Policy staff from other government organisations</li> <li>- Social policy academic communities</li> <li>- Local ministries and outer Islands</li> <li>- Private sector</li> <li>- Regional Organisations</li> <li>- Relevant international organisations</li> </ul>	<ul style="list-style-type: none"> <li>- Negotiating/critical contact</li> <li>- Negotiating/critical</li> <li>- Routine</li> <li>- Promoting</li> <li>- Promoting</li> <li>- Routine</li> </ul> <p>The Senior Policy Advisor will be required to work with all Ministries and islands on their business plans and required quantitative analysis. They will also be required to promote MFEM to regional organisations.</p> <p>The Senior Policy Advisor will work closely with the Director of Economic Planning division on policy matters.</p>

## 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>• Degree or higher in a relevant field such as development planning, management, business administration, or public sector policy and administration.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in a relevant field such as development planning, management, business administration or public sector policy and administration.</li> <li>-</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 number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none"> <li>- Five years experience as a public policy advisor or related area.</li> </ul>	<ul style="list-style-type: none"> <li>- Five years experience as a senior public policy advisor or related area.</li> <li>-</li> </ul>

## SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of one or more areas of policy, e.g. economic and social support.</li> <li>• Highly developed analytical skills and a demonstrated commitment to developing and maintaining specialist skills and knowledge in own area of expertise.</li> <li>• Understanding of the policy development process, and parliamentary processes and the workings of legislation.</li> <li>• Understanding of policy implementation and the issues likely to impact it.</li> <li>• Excellent relationship management skills with a proven ability to build strong relationships.</li> <li>• Ability to produce and recognise high-quality policy work and provide peer support and coaching to staff and colleagues.</li> <li>• Strong communication skills and is effective in managing stakeholders, including public, media and development partners.</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Effective team management and leadership skills.</li> <li>• Computer literate, with competence in the use of the Microsoft suite of products.</li> <li>• Technical subject matter expertise in the application of project management methodologies.</li> <li>• Experience in the Cook Islands and/or Pacific community.</li> <li>• Familiarity with basic statistical analysis.</li> <li>• Knowledge and understanding of the trends and developments overseas that are of relevance to the Cook Islands.</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Cook Islands Economy and issues faced by the Cook Islands.</li> <li>• A good understanding of the Cook Islands political, economic, cultural and social structures.</li> <li>• Knowledge of and compliance with the requirements of the MFEM Act, Public Service Act and other relevant legislation</li> <li>• Government awareness</li> <li>• Honest, high level of integrity and results-focused.</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Confidentiality and impartial</li> <li>• MFEM, PERCA, PSC, OPM Acts.</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. Such change may be initiated as necessary by the Director of this department. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

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HoM/Manager

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Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date