



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

PO Box 120 Rarotonga Cook Islands Phone (682) 22 878 Fax (682) 29465 www.mfem.gov.ck

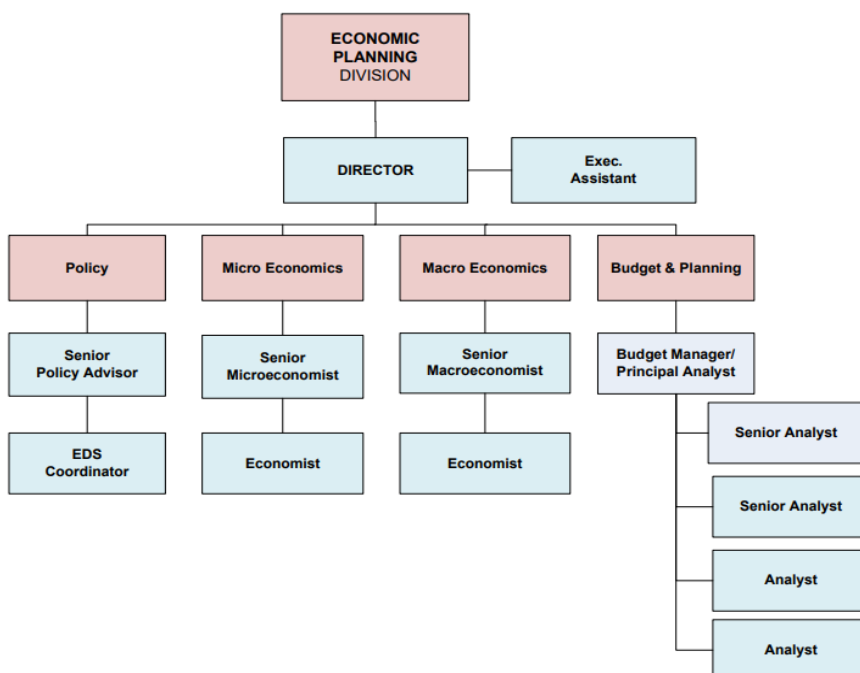
**POSITION SUMMARY**

<b>Job Title:</b>	Economic Development Strategy Coordinator
<b>Division:</b>	Economic Planning Division (EPD)
<b>Responsible To:</b>	Senior Policy Advisor- Economic Planning Division
<b>Responsible For:</b>	Nil
<b>Job Purpose:</b>	To coordinate and provide Economic Development Strategic 2030 technical programme expertise on behalf of the Policy Team and be collectively accountable for delivering its strategic objectives.
<b>Job Classification:</b>	Function: Programme Management
<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 <i>SMART principles</i> )
<p><b>KRA 1: Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Leads the development and implementation of a Cook Island Government-wide work programme to manage the Economic Development Strategy 2030 (EDS) objectives within the key financial year timeframes.</li> <li>• Sets the strategic purpose for each of the Ministries and Agencies, establish and socialise the purpose and character with staff, and set expectations to ensure that they meet their EDS objectives.</li> <li>• Leads the development and implementation of agreed EDS roles and responsibilities across the Cook Island Government Ministries and Agencies.</li> <li>• Take a leadership role in internal or external meetings as appropriate.</li> </ul>	<p><b>Jobholder is successful when:</b></p> <ul style="list-style-type: none"> <li>• EDS 2030 work programme is developed and implemented across the Cook Islands Government.</li> <li>• Ministries and Agencies of the Cook Islands Government are fully aware of the purpose of the EDS 2030 work programme and its importance.</li> <li>• Stakeholders and staff understand how their work contributes to the organisational direction.</li> <li>• Roles and responsibilities matrix</li> <li>• A well informed and relevant contribution made to the strategic direction of the Ministry of Finance and Economic Management.</li> </ul>
<p><b>KRA 2: Programme Management and Coordination</b></p> <ul style="list-style-type: none"> <li>• Ensure that all individual Ministry and Agency EDS actions included in the Work Programme are filtered through the appropriate financial year's Annual Business Plan.</li> <li>• Monitor and review performance and delivery of all EDS objectives.</li> <li>• Ensure that any risks and issues affecting the Ministries and Agencies delivery of EDS actions are filtered through to the Ministry of Finance and Economic Management Risk Register.</li> <li>• Work with Senior Policy Advisor to ensure that potential legislative and policy development and changes do not inhibit the ability of the Ministries and Agencies to deliver their objectives successfully.</li> <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> <li>• Contribute to or lead projects as agreed with your manager.</li> </ul>	<p><b>Jobholder is successful when:</b></p> <ul style="list-style-type: none"> <li>• All objectives and actions required under the EDS 2030 are monitored, activities tracked, reviewed and improvements made are targets successfully met.</li> <li>• Risks and issues are included on MFEM's central register and have mitigation and resolution strategies applied.</li> <li>• That legislative and policy development and changes are made confidently that all factors have been considered and applied.</li> <li>• Decision-makers have good information to target and prioritise their efforts and resources effectively.</li> </ul>
<p><b>KRA 3: Operational Monitoring, Reporting and Support</b></p>	<p><b>Jobholder is successful when:</b></p>

<ul style="list-style-type: none"> <li>• Communicate review findings with Ministries and Agencies and agree and record correction strategies and adjustments as required.</li> <li>• Conduct analysis and present relevant, high-quality business intelligence information and reporting for the Ministry of Finance and Economic Management decision-makers.</li> </ul>	<ul style="list-style-type: none"> <li>• Operational strategies, policies, processes, tools and systems are maintained that reflect best practice and facilitate consistent and efficient delivery of outcomes.</li> <li>• Delivery that supports appropriate outcomes in accordance with planning, performance reporting, and governance requirements.</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 Work Programme 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>• Apply customer-centric design practices to ensure that products produced are fit for purpose.</li> <li>• Oversee information technology changes where applicable.</li> <li>• Manage financial resources in accordance with Ministry and Public Services Finance Act guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• The Government-wide Work Programme framework and associated products are fit for purpose, customer-centric and align with EDS 2030 and each of the Ministries and Agencies business and service priorities.</li> <li>• 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: Stakeholder &amp; Relationship management</b>	<b>Jobholder is successful when:</b>
<ul style="list-style-type: none"> <li>• Engage and develop relationships to enhance the building and sharing of business intelligence to improve reporting systems and processes.</li> <li>• Consult with internal and external stakeholders to support proposed initiatives or policies, identifying and overcoming barriers as appropriate.</li> <li>• Represent the Ministry externally at significant interagency meetings.</li> <li>• Coordinate input from team members and other contributors.</li> <li>• Articulate the Ministry's position and strategy on issues (and related rationale) with accuracy and persuasion.</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>• The utilisation of positive relationships internally and externally to achieve the EDS 2030 outcomes.</li> <li>• All stakeholders recognise the Ministry of Finance and Economic Management as an effective government service.</li> <li>• The communications activity of the Ministries and Agencies, including initiatives and projects, are proactively managed and delivered.</li> </ul>
<b>KRA 6: 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> </ul>	<ul style="list-style-type: none"> <li>• Contribution to the promotion and effective implementation of positive change.</li> </ul>

<ul style="list-style-type: none"> <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>	
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## WORK COMPLEXITY

<i>Indicate the most challenging problem-solving duties typically undertaken (3-4 examples):</i>	
1	Lead and develop a Government-wide EDS monitoring strategy and implementation of a prioritised work programme
2	Formulate close working relationships with all the Cook Island Government Ministries and Agencies. Build networks to initiate buy-in from across each of the Ministries and Agencies to ensure that their annual business plans align with EDS 2030 objectives and actions within given timelines.
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 EDS Coordinator 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>	No
<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 Senior Policy Advisor 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 EDS Coordinator will be required to work with all Ministries and islands on their EDS objectives and respective actions, which much be filtered through to their business plans. They will also be required to promote MFEM to regional organisations.</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 in a relevant field such as policy, business management, administration or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>- Diploma in Business Management, Project Management or Administration or equivalent.</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>- 5-years' experience as a Programme Coordinator or Administrator within a public or private sector.</li> </ul>	<ul style="list-style-type: none"> <li>- Five years experience as a senior Programme coordinator or administrator in a related area.</li> </ul>

### SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	<ul style="list-style-type: none"> <li>• Strategic thinking - innovative analytical problem solving to achieve objectives.</li> <li>• Able to lead, develop, implement and review programmes, policies, systems, procedures and processes.</li> <li>• Understand government policies, procedures and processes of the public services.</li> </ul>

Level of ability required for the job	
	<ul style="list-style-type: none"> <li>• Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others.</li> <li>• Highly developed written and communication skills.</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Technical subject matter expertise in the application of project management methodologies.</li> <li>• Excellent stakeholder management skills with a proven ability to build strong relationships.</li> <li>• Computer literate, with competence in the use of the Microsoft suite of products.</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• A good understanding of the policy development process, and parliamentary processes and the workings of legislation.</li> <li>• Working knowledge of the relevant legislation.</li> <li>• Familiarity with basic statistical analysis.</li> <li>• An understanding of the Cook Islands political, economic, cultural and social structures.</li> <li>• Able to work with minimum supervision.</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Confidentiality and impartial</li> <li>• Cook Islands Economy and issues faced by the Cook Islands.</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

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Employee

\_\_\_\_\_

Date