



**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](http://www.transport.gov.ck)

**POSITION SUMMARY**

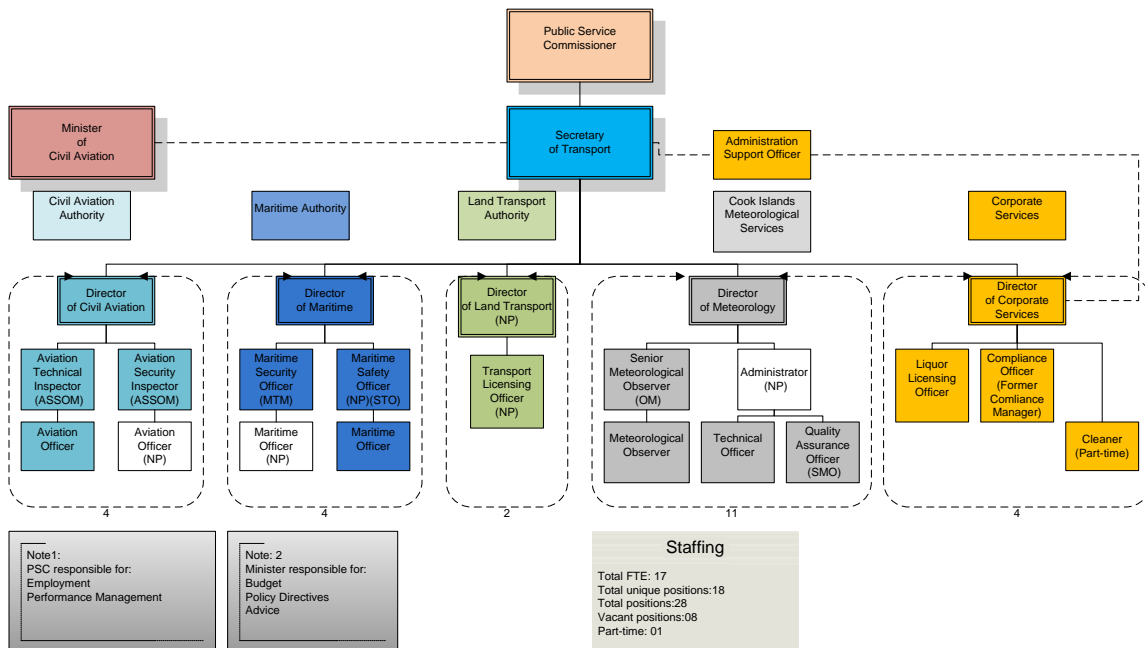
<b>Job Title:</b>	Maritime Officer (Security)
<b>Division:</b>	Maritime Safety Authority
<b>Responsible To:</b>	Maritime Security Officer
<b>Responsible For:</b>	No staff
<b>Job Purpose:</b>	Support Maritime Division in compliance with its functions
<b>Job Classification:</b>	Function: Service Delivery, Regulatory, Governance Jobwise Code (S1-S6; O1-O6; T1-T7; L1-L9) [Inserted after evaluation exercise]
<b>Date updated:</b>	22/07/2019

**AGENCY VISION**

“SAFE AND SECURE MANAGEMENT OF OUR LAND, SEA AND AIR ENVIRONMENT”.  
 The Ministry of Transport 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><b>KRA 1: Maintain registers as required by legislation</b></p> <ul style="list-style-type: none"> <li>• Maintain register for maritime, including maritime documents; small vessel register; aids to navigation (AtoN); Maritime Safety Information (MSI); and records of investigations.</li> <li>• Maintain and assist with preparation and issuing of shipping licenses, training, examinations inspections of small vessels</li> </ul>	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> <li>• Maritime register maintained and up to date.</li> <li>• Preparation and issue of documents, professional development and inspections of small vessels completed.</li> </ul>
<p><b>KRA 2: Maintain MoT Quality Management System (QMS):</b></p> <ul style="list-style-type: none"> <li>• Monitor implementation of QMS</li> <li>• Assist in carrying out internal audits / arrange for internal audits of QMS</li> <li>• Maintain an opportunities for improvements (OFI) register, and implement changes as may be agreed with Director &amp; Secretary, MoT</li> <li>• Ensure record of changes to QMS is maintained</li> </ul>	<ul style="list-style-type: none"> <li>• QMS implemented.</li> <li>• Assist in audits conducted.</li> <li>• OFI register maintained and changes made as agreed.</li> <li>• Register of changes to QMS documented.</li> </ul>
<p><b>KRA 3: Web Assistant for MoT:</b></p> <ul style="list-style-type: none"> <li>• Manage MoT website using templates</li> <li>• Identify when changes required that are beyond the capabilities of the templates</li> <li>• Work with identified MoT staff to ensure information is up to date</li> <li>• Review and provide input on maritime pages of MoT website</li> <li>• Manage website pages in conjunction with MoT Admin staff and Aviation Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Website maintained up to date in time frames as per MoT QMS.</li> <li>• Liaison with IT specialists when changes required that go beyond template updates.</li> <li>• Effective liaison with MoT staff for website maintenance</li> <li>• Maintain currency in how to update website / use of templates.</li> <li>• MoT website (maritime pages) maintained and up to date.</li> </ul>
<p><b>KRA 4: Domestic Maritime Activities</b></p> <ul style="list-style-type: none"> <li>• Assist in carrying out security and safety inspections.</li> <li>• Arrange for and implement effective training program for domestic seafarers and boat masters courses.</li> <li>• Monitor domestic vessel security activities including loading, cargo and passenger manifests</li> <li>• Support national security plans (SAR, Pollution, and Security) and the Cook Islands National Hydrographic Coordinating Committee (CINHCC) plans.</li> <li>• Assist the Maritime Security Officer and Maritime Safety Officer in the duties of Maritime Security Information and Safety matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety inspections carried out; certificates and licences issued and recorded.</li> <li>• Training arranged and completed to address domestic requirements.</li> <li>• Domestic shipping activities monitored and records maintained.</li> <li>• Participation in relevant meetings for Hydrographic Committee; SAR, Pollution and Security.</li> <li>• Duties of Aids to Navigation carried out as per Maritime Safety Information requirements.</li> <li>• Aids to Navigation database is maintained.</li> </ul>
<p><b>KRA 5: Regional Engagement:</b></p> <ul style="list-style-type: none"> <li>• Participate in regional activities, including meetings and training</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in regional activities as per priorities agreed with Director of Maritime and approved by Secretary of Transport.</li> </ul>

<ul style="list-style-type: none"> <li>• Assist maintain contact base within the region</li> <li>• Assist in preparing for, and reporting on, meetings and training</li> <li>• Advice on requirements to amend legislation, policy or procedures based on developments at the regional level.</li> <li>• Review and revise documents</li> </ul>	<ul style="list-style-type: none"> <li>• Briefs and reports on regional activities prepared in the time-frame agreed and as per MoT QMS.</li> <li>• Reports include implications for domestic legislation and documentation.</li> </ul>
<p><b>KRA 6: Requests for information / engagement with – other ministries; government agencies; media; general public:</b></p> <ul style="list-style-type: none"> <li>• Assist the Maritime Security and Maritime Safety Officers in providing maritime operational (security and safety) and technical advice.</li> <li>• Engage as required with other departments including Police, MMR, Ports Authority, Bluesky, ICI, OPM, MFAI and NES.</li> <li>• Assist in development of security responses to address request, at the level of detail appropriate for the audience</li> <li>• Ensure record of response maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Advice provided represents best practice and is provided within agreed time-frame.</li> <li>• Effective engagement with other departments to support the objectives of MoT.</li> <li>• Responses provided with relevant information to make an informed decision.</li> <li>• All responses are recorded in the response database as per MoT QMS.</li> </ul>

## WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Information provided is insufficient to make an informed decision to assist supervisors and Director.
2	Meeting deadlines with multiple high priority issues simultaneously.
3	Ability to analyse information from multiple sources and determine core aspects that may affect the Cook Islands.
4	High degree of judgement required with sound advice that affects National Law, Conventions and Protocols.

## AUTHORITY

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

<b>Financial</b>	Nil
<b>Staff</b>	Nil
<b>Contractual</b>	Nil

## 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 (MoT)	Nature of Contact	External	Nature of Contact
Secretary of Transport	Medium	Other Cook Island Ministries and Departments	Routine
Director of Maritime	Medium	Maritime Cook Islands	Minimal
Maritime Safety Officer	Heavy	Bluesky	Minimal
Maritime Security Officer	Heavy	Regional and International donors	Routine
Aviation Section	Light	General public	Routine
Meteorological Services	Light		
Corporate Services	Light		

### 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>Tertiary Certificate in a related field</li> <li>MSoftware Suite;</li> </ul>	<ul style="list-style-type: none"> <li>Tertiary training in administration or related field</li> <li>IT related training (website)</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)
Interest in maritime related activities	2 years

### KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	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.
<b>Advanced</b>	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.
<b>Working</b>	Sufficient skill to apply in day to day operations in a fluctuating environment/ does not require supervision for routine tasks.
<b>Awareness</b>	Limited understanding of skill and knowledge area. Sufficient in order to perform basic tasks.

## 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:

\_\_\_\_\_  
Head of Ministry

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date