



**Te Tango Tutara O Te Ture
(Ministry of Justice)
GOVERNMENT OF THE COOK ISLANDS
PO Box 111 Rarotonga Cook Islands Phone (682) 29410 www.justice.gov.ck**

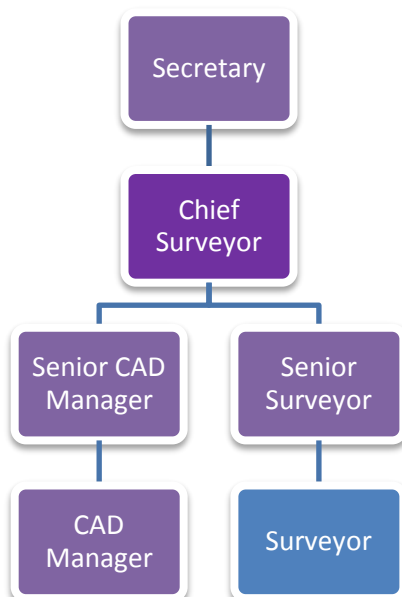
POSITION SUMMARY

Job Title:	Surveyor
Division:	Survey Division
Responsible To:	Chief Surveyor
Responsible For:	Nil
Job Purpose:	<p>The role of the Surveyor is to support the Chief Surveyor in providing advice on operation matters. This is a specialized role which oversee the control and monitoring of private surveyors; monitoring, regulatory and maintenance of Survey control network; draught and examining of survey and scheme plans, ensuring quality assurance.</p> <p>This position requires the person to work at a level of competence in survey procedures. This position will showcase the Survey Department practices to support improvement in performance within the Survey Department.</p>
Job Classification:	Function: Service delivery and Regulatory Job band: F Jobwise Code: T3
Date updated:	January 2019

AGENCY VISION

“For a **safe, secure, just** and **fair** society with a **trusted** land management and information and register systems”

ORGANISATIONAL STAFFING STRUCTURE (PROVISIONAL)



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>1. Assist with the implementation of new or changed policies and procedures related to survey work:</p> <ul style="list-style-type: none"> • Lead the implementation of new initiatives and changes to policy and procedures in the Survey department; • Lead briefing sessions on changes to and implementation of new policies and procedures as required by the Chief Surveyor; • Monitor the implementation of policies and procedures to ensure that these areas are accomplished to Survey department requirement 	<ul style="list-style-type: none"> • Implement initiatives, policies and procedures within the Survey department • Briefing documents submitted to Chief Surveyor • Monitoring documented and submitted to Chief Surveyor
<p>2. Controlling and monitoring of private surveyor (s) in surveying of lands, note books and survey plan:</p> <ul style="list-style-type: none"> • Ensure that surveyor (s) hand in the survey note book together with the survey map; • Check that the notes and measurement in the note book correspond with notes and measurement on the survey map; • Check that the pegs on the survey land is in the correct position as noted in the note book and survey land; • Refer correct survey map to Chief Surveyor to approve and sign off. • Any failures in compliance by private surveyors must be reported to the Chief Survey. 	<ul style="list-style-type: none"> • The note book and survey map handed in to criteria • Survey note book and survey map in compliance with the New Zealand Survey Regulations • That the land pegs are in the exact position on the land • Survey submitted to Chief Surveyor for approval and sign off • Reports submitted according to criteria
<p>3. Monitoring, regulatory and maintenance of survey control network:</p> <ul style="list-style-type: none"> • Check and inspect all survey control network around Rarotonga; • Report any defects and abuse of the control network to the Chief Surveyor; • Maintain, replace and regulate any old and new control network. 	<ul style="list-style-type: none"> • Six monthly checking, inspection and recording of control network in accordance with regulations • Reports submitted • Maintenance, replacing and regulating of control network carried out
<p>4. Draught and examining of scheme and survey maps:</p> <ul style="list-style-type: none"> • Draught scheme and survey maps as instructed by Chief Surveyor; • Examine and verify the accuracy of scheme and survey map; • Refer scheme and survey to Chief Surveyor to check and approve 	<ul style="list-style-type: none"> • Scheme and survey plans completed, signed off to criteria and submitted to Chief Surveyor for approval
<p>5. Recording and filing of survey documents:</p> <ul style="list-style-type: none"> • All survey information and documents are to be recorded onto the survey data base; • Any payment for survey document must be recorded and receipted. 	<ul style="list-style-type: none"> • Survey documents and information to be recorded and filed to criteria • Payments of survey documents in accordance with MFEM Act.
<p>6. Provide an efficient and effective customer Services to the general public and stakeholders:</p> <ul style="list-style-type: none"> • Attending to all customer requests and enquiries both locally and internationally including email and telephone enquiries 	<ul style="list-style-type: none"> • Customer satisfaction

WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):

1	Having to follow up with private surveyors for non-compliance, accuracy and integrity of their survey work that will end up in land disputes and court.
2	Having to give evidence in court due to land disputes
3	High level of judgement and accuracy required to maintain professional standards of survey practice and integrity.
4	Staff willingness and understanding of their functions

AUTHORITY

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

Financial	No
Staff	No
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 of Justice	Light: For advisory purposes	Lawyers, Landowners, Private Surveyors	Routine: For advisory purpose For surveying matters For checking and monitoring of survey jobs and conformity to survey regulations
Survey staff, Chief Surveyor and land information staff Judges	Medium: For advice on survey matters, documents and land use Light: For advice and giving of evidence in court on land disputes involving survey.	General public	Routine: For normal inquiries and advisory.

QUALIFICATIONS

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"> A bachelor's degree in engineering or technology A registered surveyor 	<ul style="list-style-type: none"> A graduate/master's degree in a relevant discipline

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)
2 – 3 years work as a surveyor	4 – 6 years work

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
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Expert	<ul style="list-style-type: none"> • Knowledge of survey practice and ability to negotiate and solve problem quickly. • Communicates with clarity and vision, actively listens to others and respond with respect. • Takes ownership and acknowledges important and outcomes of decisions. • Understand the Survey and Ministry of Justice Human policy and procedures.
Advanced	<ul style="list-style-type: none"> • Models dedication to high performance and ethical behaviour • Models commitment to Survey-focused service and public interest. • Understands the Survey legislations, policies and procedures for conducting survey, draught and examining of survey map.
Working	<ul style="list-style-type: none"> • Highly developed written and oral communication skills, preferably both English and Maori. • Knowledge of the Cook Islands culture, language, protocol and history for engagement, including safe appropriate communication. • Able to think on one's feet and has a sound sense of judgement. • Ability to work both independently and cooperatively. • Sound judgement, integrity and an ability to handle confidential and sensitive information. • Proven ability in collating factual information and producing reports. • High level of accuracy
Awareness	<ul style="list-style-type: none"> • Understand the working of government. • Recognises the boundaries between politics, governance and management and acts accordingly. • Applies understanding of the unique and special nature of the Cook Islands to decision and actions.

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