



**Tango Tutara O Te Ture
(Ministry of Justice)
GOVERNMENT OF THE COOK ISLANDS
PO Box 111 Rarotonga Cook Islands Phone (682) 29410 Fax (682) 28610
www.justice.gov.ck**

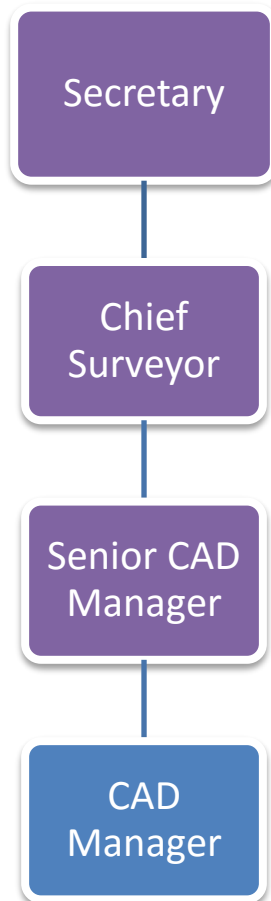
POSITION SUMMARY

Job Title:	CAD Manager
Division:	Land Administration
Responsible To:	Chief Surveyor
Responsible For:	None
Job Purpose:	<p>The role of the CAD Manager is to facilitate the management and administrative compliance of land cadastral matters within the Cook Islands legal framework and Ministry of Justice systems, polices, processes, and procedures. This is a technical role requiring specialized skills and knowledge in legislation, regulations, surveying and cadastral standards, legal and court processes, registry and records management, compliance, and information systems, while ensuring accuracy, timely reporting, and efficient and effective administration.</p> <p>The position supports the Ministry of Justice in delivering cadastral services and maintaining the integrity of land survey records, systems, and legal processes that directly impact the fabric of Cook Islands society. Survey services are integral in land court hearings and impact on government and business development and tribal lands.</p> <p>The position must work at a high level of competence in surveying, cadastral, legal and compliance principles and technical requirements to deliver the provision of Ministry cadastral related services to the public in an environment moving towards greater use of available technology.</p>
Job Classification:	Function: Technical and Service delivery Job band: F Jobwise Code: T3 – First Level Specialist
Date updated:	April 2019

AGENCY VISION

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

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>1. CAD Management and Operations</p> <ul style="list-style-type: none"> • Assist in the provision of advice and input into the development and implementation of policies, procedures, and manuals for Ministry of Justice relating to land survey, cadastral, and geospatial information, in accordance with applicable legislation and regulation, and with due regard to New Zealand survey standards. • Efficiently and effectively deliver the management, review, regulation and monitoring of relevant Survey matters, including document filing, surveying and related court processes, draught and cadastral work, generation and approval of schemes and maps, the verification, authentication, evaluation, and custody of private surveyor information, and verification of survey data for compliance to control network. • Ensure prescribed fees are paid and receipted, recorded, and trading revenue is collated and timely reported within policies and procedures. • Monitor, manage and update relevant information systems and ensure data entered are verified and accurate, maintained and secure. • Assist in managing and regulating the survey control network, manage the correction and 	<ul style="list-style-type: none"> • Ministry policies and procedures updated and consistent with applicable legislative and regulatory requirements, and best practices (e.g. NZIS standards). • Relevant Survey matters are timely managed, reviewed, regulated and monitored for legislative and regulatory compliance, and appropriately actioned. • Appropriate fees are collected, receipted, recorded, and reported. • Monitor compliance and verify correct processes are adhered to. • Information systems data are accurate and kept up to date, including Autocad information. • The survey control network is accurate and maintained.

<p>reporting of any defects, and assisting in conducting inspections, in consultation with the Chief Surveyor.</p> <ul style="list-style-type: none"> • Assist in managing the execution of applicable Court orders relating to land survey and the proper updating of the survey records for data integrity. • Assist in the issuance of required notices, including reminder notices to applicants, private surveyors, lawyers, and agents, within legislative requirements, policy, procedures, and best practices. • Prepares and verifies mathematical calculations related to surveying, computer design, and basic engineering, which may include the computation and adjustment of angles, distances, bearings, traverses and elevations, interpretation and computation of field data, evaluation of accuracy and completeness, and maintenance of records and vertical and horizontal control notes. • Assists in managing the creation, delivery, recording, storage, verification and compliance of all computer aided design schemes, draughts, and maps submitted to the Land Administration division. 	<ul style="list-style-type: none"> • Survey records are accurately and timely updated to reflect Court orders received. • Appropriate notices are provided. • Survey work is accurate and completed at a high level competency. • CAD documents are appropriately actioned in compliance with applicable policies and procedures.
<p>2. Records Management</p> <ul style="list-style-type: none"> • Using available technology, efficiently and effectively facilitate the management of cadastral records so records are organized, complete, updated, preserved, digitized, and compliant with legislation, regulations, and Ministry policies and procedures. • Manage hard copy documents so they are timely and properly scanned, digitized, preserved, filed, and maintained according to Ministry policies and procedures. • Digital records are organized, internally accessible and searchable, and configured for public access in accordance with Ministry policy, procedures and set parameters. • Undertake faxing, photocopying, scanning, printing, laminating, binding, filing, distribution and dissemination as required. • Regularly liaise with IT staff to ensure digital backups of survey files and records are being done and are maintained. • Records are maintained in a manner to facilitate for quick and easy reporting. • Relevant survey information generated by private surveyors are captured, regulated, and secured in Ministry of Justice custody within applicable policies and procedures. • Coordinate with appropriate persons so that record storage areas are kept clean, healthy, tidy, safe, secure, organized and clear of clutter, within Ministry policy and procedures. 	<ul style="list-style-type: none"> • Cadastral records are complete, have no errors, and all applicable documents have been scanned and no backlog. • Physical records are organized, cared for, digitized, and properly stored. • Digital records are organized, backed up, secured, complete, and timely updated when necessary, and properly maintained for referential integrity and prevent corruption and unauthorized access or duplication. • Tasks are completed within set parameters. • Digital records are actively being backed up, and backups are maintained. • Any backlog in records management is documented, timely mitigated and resolved, and any indexing completed.

	<ul style="list-style-type: none"> • Relevant private surveyor information is in Ministry of Justice custody. • Record storage areas are stored and regularly cleaned in a manner to maximize record preservation.
<p>3. Land Administration Division and Pa Enuā</p> <ul style="list-style-type: none"> • Assists with general queries relating to services provided by the Land Administration division, and facilitates accurate and timely responses. • Assist with divisional tasks and logistical support when required. • Assists in the training of divisional staff, outer island staff, and relevant outer island and other relevant persons on matters relating to Survey. • Provide support and advice to Pa Enuā staff on matters relating to Survey matters, and the provision of information where appropriate. • Inform and consult with Secretary and HR & Asset Manager in relation to any management issue. • Support the Secretary and senior management in resolving conflicts related to work related issues. • Take on responsibilities of Survey staff in their absence or vacancy where required, and support Land Administration staff during absences or vacancies. 	<ul style="list-style-type: none"> • General enquiries relating to the Land Administration division is facilitated and responded to. • Tasks are timely completed within set parameters. • Appropriate persons are trained on relevant matters. • Pa Enuā staff are provided accurate and timely advice and support, and appropriate data is obtained. • Secretary and HR & Asset Manager are provided with accurate and relevant information and management support to resolve work related issues. • Survey related duties are met and managed during staff absence or vacancy, and Land Administration division is supported.
<p>4. Reporting and Compliance</p> <ul style="list-style-type: none"> • Review and verify submitted maps and other documents for compliance with legislative and regulatory requirements and processes. • Compile and submit regular accurate reports on cadastral activities, including the number and type of maps drafted and approved for land court applications, number of maps needing redrafting and cause, and any related revenue and information. • Alert relevant senior management to discrepancies, errors, and concerns. • Provide reports to Secretary and senior management regularly and as requested. • Collect daily information and statistical data for periodic reports and ministry use. • Assist in managing safety of survey staff in the field by ensuring safety equipment and devices (e.g. traffic control devices) are present and in use as appropriate, and where necessary assists with directing traffic. • Ensures accuracy of survey work. 	<ul style="list-style-type: none"> • Documents are timely reviewed to determine compliance and actioned in accordance with policies, procedures, and legislative requirements. • Reports are accurate, timely, and submitted at least monthly, and within set parameters. • Timely reporting of discrepancies, errors, and concerns. • Requested reports are accurate and timely provided. • Statistical data is collected, accurate, complete, and collated for reports. • Safety equipment and devices are available,

	<p>maintained, and deployed to ensure safety of survey staff in the field.</p> <ul style="list-style-type: none"> • Survey work is accurate and no litigation.
<p>5. Customer Service and Risk Management</p> <ul style="list-style-type: none"> • Efficiently and effectively manages and responds to local and international enquiries by phone, email, or over the counter, relating to survey information, applications and court processes and their outcomes, and any other relevant matters. • Ensures Ministry data and information, including customer and financial information, are kept secure. • Assists in managing and maintaining survey equipment and supplies. • Assist in the organizing, coordination, and logistical support of all Ministry led and staff related events and activities. • Support the implementation of Ministry Plans, policies, and procedures endorsed by the Secretary. • Where appropriate, educate and inform customers of services and processes, and facilitate access to information. • Provide timely advice and information to Secretary and senior management when requested, and when there are changes in Ministry operations or applicable legislation, regulations, and government policy. 	<ul style="list-style-type: none"> • Enquiries are professionally managed with accurate and appropriate advice, and complaints and attempts to resolve them are documented. • Timely respond to enquiries (including phone and email) within set parameters. • No breaches in data and information security. • Ministry survey equipment are in good working condition and supplies are sufficient. • Ministry plans, policies, and procedures are supported, and a performance management agreement is in place. • Ministry led and staff related events and activities are timely organized within set parameters. • Customer Satisfaction. • Performance management agreement targets are met. • Accurate and timely advice and information is provided.
<p>6. Systems and Legislation Development</p> <ul style="list-style-type: none"> • Assist in the development, implementation, and improvement of IT systems that improve efficiency, effectiveness, reporting, management and accessibility to Ministry services (e.g. online payment methods; case management system; online accessibility to land information) related to the survey matters. • Assist in the development, implementation, and maintenance of a system, with appropriate policies and procedures that collates and safeguards relevant survey information generated by private surveyors to provide central access, compliance, and custody of all relevant Cook Islands survey information with the Ministry of Justice. • Assist in community outreach programs, initiatives, and events relating to Land Administration division. 	<ul style="list-style-type: none"> • IT solutions are identified, and implemented where approved by the Secretary and where resources are available. • A system with policies and procedures is developed and maintained to centralize custody of survey information with the Ministry of Justice. • Community outreach programs, initiatives, and events are appropriately supported. • Projects and tasks are completed within agreed parameters.

<ul style="list-style-type: none"> Undertake any project or task assigned by the Secretary or Chief Surveyor that is reasonably expected to support the Ministry. 	
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WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Vetting the accuracy of survey jobs undertaken by private surveyors.
2	Counselling customers and managing their land survey concerns, and assisting with advice on Ministry and Court processes.
3	Managing all survey and map data on the master file to ensure it is accurate and up to date for all of Rarotonga and relevant outer islands, within the limits of available technology.

AUTHORITY

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

Financial	None
Staff	None
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
Secretary of Justice	Light: Providing advice on any activities that may impact on the operations of the Survey section of the Land Administration division during the absence of the Chief Surveyor.	Service Providers	Minimal: System support for online platform(s).
Chief Surveyor, Survey staff	Heavy: Coordinates tasks and projects, prepares and delivers reports, where necessary assists in conducting site inspection and surveys on Rarotonga and in Pa Enuā, supports the provision of court evidence, approves official maps under direction of Chief Surveyor, manages records, and assists in execution of court orders, and seeks advice on complex issues. Where necessary, assumes	Lawyers and Land agents	Routine: Provides information to facilitate appropriate responses to enquiries and compliance with court orders and cadastral standards.
		Private Surveyors	Routine: Exchanges information to facilitate responses to Survey queries and processing survey documents.
		Government Ministries and Agencies	Medium: Assists with government and relevant government facilitated enquiries.
		General public	Routine: Manages enquiries, implements policy and procedure relating to

Court and Land Court staff	responsibilities of survey staff in their absence. Medium: Provides information requested by court, executes relevant court orders, assists in negotiating correction of records and resolution of Survey related complaints and relevant enquiries.		Ministry Survey records, provides advice, training, and community outreach, ensures payment of prescribed fees, and facilitates OIA requests.
Corporate Services staff	Heavy: Provides and obtains information and support relating to finance, IT, and HR matters.		
Janitor	Medium: Assists in the proper cleaning, maintenance, and security of record storage areas.		
Pa Enea offices	Medium/Heavy: Provides information, advice, support, and training to Pa Enea staff related to survey services.		
All Ministry staff	Medium: Provides information and assists with logistical support and the facilitation of Ministry services. Cultivates staff cohesion.		

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 surveying, engineering, draughting, graphical information systems, information systems or computer science. Registered Surveyor (professional qualification) preferred. 	<ul style="list-style-type: none"> Post-graduate qualifications in surveying, engineering, draughting, graphical information systems, information systems or computer science. Current member of New Zealand Institute of Surveyors (NZIS)

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 of work experience in surveying, engineering, draughting, graphical information systems, information systems, computer science, or similar role.	4 – 6 years of work experience in surveying, engineering, draughting, graphical information systems, information systems, computer science, or similar role.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> • Understands Ministry of Justice policies and procedures, role and functions, and committed to public service. • Excellent attention to detail and customer service. • Communicates with clarity and vision, actively listens to others and responds with respect. • Takes ownership and acknowledges important outcomes of decisions. • Ability to negotiate and solve problems quickly.
Advanced	<ul style="list-style-type: none"> • Models high level of accuracy, professionalism, and dedication to high performance and ethical behaviour. • Knowledge and skill in Cadastral platforms (e.g. Autocad), relevant standards and records management. • Understands the Survey legislation, policies, and procedures for conducting survey, draught and examining of survey maps. • Ability to work in harmony with conflicting perspectives and diverse activities in a large organization. • Knowledge of Ministry of Justice prescribed fees, and court processes involving payments to and from the Ministry.
Working	<ul style="list-style-type: none"> • Familiarity with legislation enabling all services provided through the Ministry of Justice. • 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. • Ability to think on one's feet and has a sound sense of judgement. • Ability to prioritize and multitask, and work both independently and cooperatively. • Knowledge of private surveyors in the Cook Islands. • Proven ability in collating factual information, reduction of raw survey data, and producing reports, including the production of charts, schedules and maps. • Knowledge of scanning and preserving legal documents for archiving. • Ability to handle confidential and sensitive information. • Knowledge of Microsoft Office suite (Word, Excel, Powerpoint). • Knowledge of Microsoft Windows operating system interface and basic IT troubleshooting. • Average computer typing speed of at least 36 words per minute.
Awareness	<ul style="list-style-type: none"> • Understands and exemplifies Ministry and public service values.

	<ul style="list-style-type: none"> • Knowledge of policy and guideline development and implementation, and the workings of government. • Knowledge of the Official Information Act 2008. • Recognises the boundaries between politics, governance and management and acts accordingly. • Applies understanding of the unique and special nature of the Cook Islands to decisions and actions.
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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