



**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**

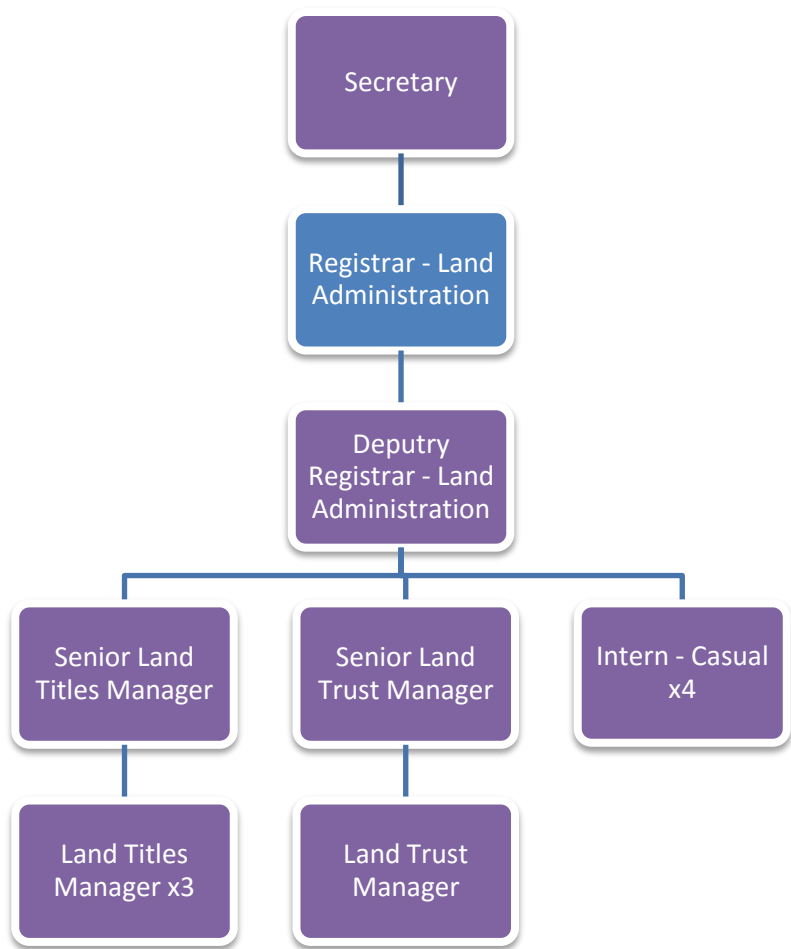
POSITION SUMMARY

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| Job Title: | Registrar – Land Administration |
| Division: | Land Administration |
| Responsible To: | Secretary |
| Responsible For: | Eleven |
| Job Purpose: | <p>The role of the Registrar – Land Administration is to oversee the management and administrative compliance of land trust, and land and tribal titles within the Cook Islands legal framework and Ministry of Justice systems, polices, processes, and procedures. This is a function manager role requiring significant expertise and experience with specialized skills and knowledge in legislation, regulations, and custom governing land ownership, trial titles, policy development and implementation, management, legal and court processes, registry and records management, compliance, accounting, investment, banking, trustee and fiduciary obligations, and information systems, while ensuring accuracy, timely reporting, and efficient and effective administration.</p> <p>The position is considered the leading expert on land trust, and land and tribal titles matters across government and provides key services that maintains the integrity of land and title records, systems and legal processes that directly impact the fabric of Cook Islands society. As a Registrar, the position is created under several statutes, and the position must be familiar with and provide deputy registrar services for other Ministry division services.</p> <p>The position must work at a high level of competence in management, legal and compliance principles and technical requirements to manage the provision of Ministry land trust, and land and tribal title services to the public in an environment moving towards greater use of available technology.</p> |
| Job Classification: | Function: Leadership, Technical and Service delivery Job band: J Jobwise Code: L7 – Section Leader |
| 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 (PROVISIONAL)



KEY RESULT AREAS (KRA'S)/OUTPUTS

| KRAs for this position (maximum of 6) | Key Performance Indicators (use SMART principles) |
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| <p>1. Policy Development and Advice</p> <ul style="list-style-type: none"> • Lead in development and implementation of policies, procedures, and manuals for Ministry of Justice relating to land trust, and land and tribal title matters, in accordance with applicable legislation and regulation, and with due regard to best practices. • Provide timely advice to Secretary and senior management to facilitate sound management decision making and develop innovative solutions to achieve Ministry plans' (including Business Plan and Strategic Plan) goals within budget. • 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. • Oversee the provision of advice and information to government Ministries and Agencies, and the Pa Enuu, in relation to land trust, and land and tribal title matters. | <ul style="list-style-type: none"> • Policies and procedures relating to land trust, and land and tribal titles are updated and consistent with applicable legislative and regulatory requirements, and best practices. • Timely completion of Business Plan and Budget and proper allocation of resources to achieve Ministry Plans' goals. • Accurate and timely advice and information is provided. • Provision of advice and information to government is accurate and timely within agreed parameters. |

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| <ul style="list-style-type: none"> • Formulate, prepare and provide affidavits, evidence, and expert opinion and testimony when required by Court. • Develop and implement, and review and update when necessary, land trust, and land and tribal titles related policies and procedures to verify prescribed fees are paid and receipted, recorded, and trading revenue is collated and timely reported, in consultation with the Finance Manager. • Formulate policy and procedure relating to physical and digital records management of Land Administration information, in consultation with Secretary. | <ul style="list-style-type: none"> • When required, accurate expert information is provided to the Courts. • Appropriate fees are collected, receipted, recorded, and reported within established policies and procedures. • Policies and procedures relating to records management are properly developed, implemented, and maintained. |
| <p>2. Registry Services Management and Operations</p> <ul style="list-style-type: none"> • Efficiently and effectively oversee the management, review, regulation and monitoring of land trust, and land the tribal title matters, including document filing, registration, application and related court, division, and online platform processes, compliance and verification processes, land trust payment processes and systems, relevant receipting and banking policies and procedures, registry of titles updating, preservation, and digitization, and other relevant matters. • Retrieve and prepare land trust, and land and tribal title records for public enquiries and court hearings (including High Court, Court of Appeal, Privy Council, Tribunals and Boards). • Monitor, manage and update relevant information systems and ensure data entered are verified and accurate, maintained and secure. • Oversee the management of land trust, and land and tribal title online platforms for compliance with applicable legislations and regulations, and negotiates the resolution of any system or data issues. • Oversee and verify the execution of applicable Court orders relating to land trust, and land the tribal titles and the proper updating of the land trust, and land and tribal title records for data integrity. • Oversee the issuance of required advertisements and notices, including reminder notices to applicants, lawyers, and agents, within legislative requirements, policy, procedures, and best practices. • Provides Registrar services within Land Administration division, and deputy registrar services to the High Courts and Registry Services divisions, in accordance with applicable legislation, regulations, policies and procedures, including the certifying, signing, sealing, and witnessing of documents. • Manages and mentors land trust and land titles staff in accordance with Ministry plans and policies, applicable PSC policies, and | <ul style="list-style-type: none"> • Land titles, and land and tribal title matters are timely managed, reviewed, regulated and monitored for legislative and regulatory compliance, and appropriately actioned. • Monitor compliance and verify correct processes are adhered to. • Land trust, and land the tribal title records are properly prepared to facilitate court hearings and public enquiries within agreed parameters. • Information systems data are accurate and kept up to date. • Online platforms have data integrity and free from errors. • Land trust, and land and tribal titles records are accurately and timely updated to reflect Court orders received. • Appropriate advertisements and notices are provided. • Registrar services in the Ministry are provided in accordance with law. • Supervised staff are aware of applicable policies and their performance is appropriately recognized. • Land trust inward and outward payments are accurate, reconciled, and done within Ministry policy and procedures. |

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| <p>approved performance management plans and agreements.</p> <ul style="list-style-type: none"> Oversees process design, policy development, and management of lessee payments into the land trust, beneficiary payments out of the land trust, payment of unclaimed funds to MFEM, and assists in regular reconciliation of accounts. | |
| <p>3. Records Management</p> <ul style="list-style-type: none"> Using available technology, efficiently and effectively oversee the management of land trust, and land and tribal titles records so records are organized, complete, updated, preserved, digitized, and compliant with legislation, regulations, and Ministry policies and procedures. Oversee the management of 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. Oversee digital backup processes of land titles, and land and tribal titles files and records. Records are maintained in a manner to facilitate for quick and easy reporting. Coordinates 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"> Land trust, and land and tribal titles 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. 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. Record storage areas are stored and regularly cleaned in a manner to maximize record preservation. |
| <p>4. Registry Services Division and Pa Enea</p> <ul style="list-style-type: none"> Formulates, coordinates, and fulfils divisional tasks and processes within legislation, regulation, policies and procedures. Provides regular training of land trust and land titles staff, and relevant outer island and other persons on matters relating to land trust, and land and tribal title matters. Provide support, advice, and directions to, and exchanges information from, Pa Enea staff on matters relating to land trust, and land and tribal title matters, including the facilitation of land applications and payments. | <ul style="list-style-type: none"> Tasks are timely completed within set parameters. Regular training is scheduled and provided, and appropriate persons are trained on relevant matters. Pa Enea staff are provided accurate and timely advice and support, and appropriate data is obtained. |

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| <ul style="list-style-type: none"> • Oversee the coordination of the verification and processing of landownership for land trust, survey, and land court staff. • 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. • Implement the Ministry performance management plan, training and development plan, business plan, strategic plan, disaster risk management plan, and communications plan. • Take on responsibilities of land trust and land titles staff in their absence or vacancy where necessary. | <ul style="list-style-type: none"> • Processes regarding landownership information is reviewed, improved when possible, and followed. • Secretary and HR & Asset Manager are provided with accurate and relevant information and management support to resolve work related issues. • All land trust and land titles staff have current performance management agreements. • Land trust, and land and tribal titles related duties are met and managed during staff absence or vacancy. |
| <p>5. Reporting and Compliance</p> <ul style="list-style-type: none"> • Review and verify submitted documents for compliance with legislative and regulatory requirements and processes. • Compile and submit regular accurate reports on land trust, and land and tribal title activities, including the number of land trust applications, beneficiary and land names, payment amounts and applicable year(s), response times, taxes withheld, number and type of land and title applications, and court status and outcomes, and any related revenue (e.g. Commissions) and information. • Appropriately alert Secretary, and relevant Ministry management and staff to discrepancies, errors, and concerns, and actively resolve. • Provide reports to Secretary regularly and as requested. • Collect daily information and statistical data for periodic reports and ministry use. • Ensure financial expenditure of land titles and land trust section of Land Administration division is within Ministry budget. • Manage workspace of land trust and land titles staff to ensure health, safety, and security, and appropriate use of equipment and supplies. • Design, develop, implement, and maintain procedures to ensure quality assurance, accuracy and integrity of information entered into information systems, facilitates and monitoring, reporting, and correcting of errors. • Assist in facilitating the development of Panui lists for court scheduling and publication. | <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 and resolution of discrepancies, errors, and concerns. • Requested reports are accurate and timely provided. • Statistical data is collected, accurate, complete, and collated for reports. • Budget expenditure ceilings relating to land trust and land titles are complied with. • No reasonable health, safety, and security issues and staff are properly resourced. • Land trust, and land and tribal titles record management systems catch and fix errors. • The Panui list is timely and properly compiled and published. |

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| <p>6. Customer Service and Risk Management</p> <ul style="list-style-type: none"> • Efficiently and effectively manages, responds to, and resolves local and international enquiries by phone, email, or over the counter, relating to land and tribal titles information, applications and court processes and their outcomes, and any other relevant matters. • Verifies Ministry data and information, including customer and financial information, are kept secure. • Oversees the management and maintenance of land trust and land titles equipment and supplies. • Assist in, and at times lead, the organizing, coordination, and logistical support of all Ministry led and staff related events and activities. • Where appropriate, educate and inform customers of services and processes, and facilitate access to information. • Seeks to strengthen relationships with government ministries and agencies and stakeholders. • Arbitrates disputes relevant to land trust, and land and tribal title matters within Ministry policies and procedures. • Resolve any issue relating to land trust payments, including those that arise from changes in the status of beneficiaries. | <ul style="list-style-type: none"> • Enquiries are professionally managed with accurate and appropriate advice, and complaints and resolutions are documented. • Timely respond to enquiries (including phone and email) within set parameters. • No breaches in data and information security. • Land trust and land titles equipment are in good working condition and supplies are managed. • Ministry led and staff related events and activities are timely organized within set parameters. • Customer Satisfaction. • Performance management agreement targets are met. • Ministry relationships with land trust, and land and tribal titles stakeholders are strengthened. • Arbitrated disputes are resolved. • Land trust payment issues are timely mitigated, resolved, and documented. |
| <p>7. 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 Land Administration division. • Lead in the creation, ongoing review and updating, of legislation and regulations governing land trust, and land and tribal title matters. • Develop, implement, and maintain a system, with appropriate policies and procedures that facilitates the scanning, storing conventions, and configuring of land files for accessibility through a Ministry online platform(s), and discern and develop legislation and regulation to facilitate public access within Ministry policies. • Develop, implement, and maintain a records management system that is consistent with legislative and regulatory requirements, and | <ul style="list-style-type: none"> • IT solutions are identified, and implemented where approved by the Secretary and where resources are available. • Key land trust, and land and tribal title legislation is updated to facilitate Ministry plans, relevant standards, and changes in the legal landscape and national priorities. A list of legislation and regulation is formulated for development in consultation with the Secretary, and progressed. • A system with policies and procedures is developed and maintained to facilitate online access to land information. |

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| <p>best practices, and facilitates quick and easy reporting and appropriate access.</p> <ul style="list-style-type: none"> • Develop and implement accountability mechanisms to control, track, regulate and monitor access to land trust, and land and tribal title information. • Develop, implement, and improve policies and processes to verify applicants' identity to information on the land registry of titles, and document and digitalize any supporting information provided in connection with applications. • Lead in community outreach programs, initiatives, and events relating to Land Administration division. • Undertake feasibility studies at the direction of the Secretary and report on the viability of proposed initiatives. • Undertake any project or task assigned by the Secretary that is reasonably expected to support the Ministry. | <ul style="list-style-type: none"> • Management system of registry services records meets requirements and best practices. • Accountability mechanisms are in place, monitor information access. • A system is developed, implemented and regularly reviewed for improvement in accordance with best practises, within agreed parameters. • Community outreach programs, initiatives, and events are appropriately supported. • Feasibility Studies are provided within agreed parameters. • Projects and tasks are completed within agreed parameters. |
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WORK COMPLEXITY

| <i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i> | |
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| 1 | Time Management: Efficiently and effectively prioritizing and multitasking in order to timely respond to daily enquiries by email, phone, and over the counter, while ensuring proper prescribed fees are paid, registrations, applications, document filings and approvals are processed, verified, and compliant with legal requirements and relevant court orders, records are properly managed, customers are effectively educated on legal requirements, accurate amount of funds are receipted and disbursed, reports are timely submitted, and complex issues are progressed to resolution. |
| 2 | Effectively and efficiently managing and resolving customer concerns over land trust, and land and tribal title matters while creating customer confidence and advising on Ministry and Court processes. |
| 3 | Troubleshooting and resolving urgent accessibility issues to online registry platforms and liaising with Ministry IT Technicians, ICT, Bluesky, and international service providers. |
| 4 | Verifying identities of landowners where similar names exist, and determining relevant ownership shares, abased on records stored on disparate and legacy systems that retain errors and omissions, and physical records that may be incomplete due to lost documents or documents damaged by the old courthouse fire. |
| 5 | Negotiating the correction of records using Ministry records, processes and procedures, consistent with applicable legislation and regulation. |
| 6 | Competently providing deputy registrar services to other Ministry division customers during the absence of that division's Registrar and Deputy Registrar. |

AUTHORITY

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

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| Financial | None |
| Staff | Eleven |
| 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 |
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| <p>Secretary of Justice</p> <p>Registrar – Registry Services, Registrar – High Courts, Chief Surveyor</p> <p>Land Administration staff</p> | <p>Heavy: Providing advice and reports. Developing budget and Ministry plans, policies, and procedures. Leads on land trust and land title related matters.</p> <p>Heavy: Assists in coordinating Ministry tasks, projects, reports, and provides expert advice on complex issues relating to land and tribal titles and land trust matters.</p> <p>Heavy: Oversees coordination of tasks, projects, service counter administration, providing reports, facilitating proper witnessing, sealing, and any official endorsements, providing court evidence, management of land trust, and land and tribal titles records and online platforms, execution of court orders, monitors performance, and provides expert advice on complex issues. Where necessary, assumes responsibilities of land titles and land trust staff in their absence.</p> | <p>Service Providers</p> <p>Lawyers and Land agents</p> <p>Lessee(s)</p> <p>Beneficiaries & their agents (Power of Attorney)</p> | <p>Medium: System support, maintenance, and ongoing development input for online platform(s).</p> <p>Routine: Formulates expert opinions and exchanges information to facilitate appropriate responses to enquiries, compliance with court orders, legislation and regulations, payments to and from the land trust on behalf of clients, and registration of instruments, deed documents, and mortgages.</p> <p>Routine: Manages exchange of information to facilitate appropriate responses to enquiries and compliance with court orders, and payments to and from the land trust on behalf of clients.</p> <p>Routine: Facilitate applications, responses to enquiries, exchange of information, compliance checks to verify identification and authority, and provide advice and education on Ministry processes.</p> |
| <p>Court and Land Court staff</p> | <p>Medium: Oversees the provision of information requested by court, executes relevant court orders, provides court evidence and expert evidence, assists in negotiating correction of records and resolution of land related complaints, and coordinates relevant enquiries.</p> | <p>CIIC, Ministry of Infrastructure, MFEM</p> <p>Tax Authority</p> | <p>Routine: Advocates and builds relationships to facilitate the provision of information and advice to facilitate other Ministries and Agencies functions and services (e.g. information on Crown land).</p> <p>Routine: Facilitates processing of withholding tax and</p> |

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| Judges and Justices of the Peace | Medium: Provide information requested by court, executes relevant court orders, and provides logistical support when required. | Other Government Ministries and Agencies | information relating to land trust. Medium: Mediates government and relevant government facilitated enquiries. |
| Corporate Services staff | Heavy: Provides and obtains information and support relating to finance, IT, and HR matters. | Banks | Routine: Facilitates registration of instruments, deed documents, mortgages, and exchange of information, and manages compliance with Ministry investment and banking policies. |
| Finance Manager | Heavy: Seeks advice on complex financial issues, assists with financial reconciliations, reports and audits, and where necessary facilitates approval on beneficiary distributions. | Media | Medium: Approves framework facilitating notices and advertisements, within Ministry policy, and approves land title and land trust related publications. |
| Janitor | Medium: Assists in the proper cleaning, maintenance, and security of record storage areas. | General public | Routine: Manages and responds to enquiries, implements policy and procedure relating to research of land records, provides advice and training, arbitrates disputes, organizes community outreach, ensures payment of prescribed fees, and facilitates OIA requests. |
| Pa Enea offices | Medium/Heavy: Provides information, advice, support, and training to Pa Enea staff related to land trust, and land and tribal title matters. | | |
| All Ministry staff | Medium: Provides information and registrar/deputy registrar services, and assists with logistical support and the facilitation of Ministry services. Advocates 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) |
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| <ul style="list-style-type: none"> A bachelor's degree in law, pacific islands legal studies, political science, business or information systems management. | <ul style="list-style-type: none"> Post-graduate qualifications in law, pacific islands legal studies, political science, business or information systems management. Admitted to practice law in the Cook Islands. |

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) |
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| 12 – 13 years of work experience in legal, law and order, pacific islands legal studies, office and business management, information systems management, accounting, finance or similar role, 5 of which involves supervision of staff. | 14 – 15 years of work experience in legal, law and order, pacific islands legal studies, office and business management, information systems management, accounting, finance or similar role, 7 of which involves supervision of staff. |

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

| Level of ability required for the job | |
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| Expert | <ul style="list-style-type: none"> • Understanding of staff and records management, and relevant PSC policies. • 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. • Knowledge of conflict resolution, and issues that impact land and vulnerable records. • Highly developed written and oral communication skills, preferably both English and Maori. • Knowledge of court processes and procedures relating to registry services matters. • Knowledge of policy and guideline development and implementation, and the workings of government. • Knowledge of the Cook Islands Act 1915 relating to land and adoptions (especially sections 389 and 492), Unit Titles Act 2005, Land (Facilitation of Dealings) Act 1970, Leases Restrictions Act 1976, Judicature Act 1980-81, Code of Civil Procedure of the High Court Act 1981, and any related amendments, legislation, and regulations. • Knowledge of legislation, regulations, obligations, processes and procedures relating to Cook Islands land ownership, land court processes, land registry of titles, land trust. • Knowledge of tribal titles in the Cook Islands and the House of Ariki. • Knowledge of MFEM, PERCA, PSC, and Audit requirements and policies relevant to land trust. • Models high level of accuracy, professionalism, and dedication to high performance and ethical behaviour. |
| Advanced | <ul style="list-style-type: none"> • Knowledge of process and procedures relating to land survey. • Ability to work in harmony with conflicting perspectives and diverse activities in a large organization. • Ability to prioritize and multitask, and work both independently and cooperatively. |

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| | <ul style="list-style-type: none"> • Familiarity with legislation enabling all services provided through the Ministry of Justice. • Understanding of AML/KYC standards and trustee fiduciary responsibilities. • Knowledge of Ministry of Justice prescribed fees, and court processes involving payments to and from the Ministry. • Knowledge of accounting principles, and trustee and fiduciary duties. • Knowledge of the Cook Islands culture, language, protocol and history for engagement, including safe appropriate communication. |
| Working | <ul style="list-style-type: none"> • Knowledge of legislation, regulations, obligations, processes and procedures relating to Cook Islands criminal and civil court. • Knowledge of Land Agents Registration Act 2009, Law Practitioners Act 1993-94, Official Information Act 2008, and any related amendments, legislation, and regulations. • Knowledge of law relating to criminal, civil, and land court matters, including Part IV of the Constitution, Criminal Justice Act 1967, Criminal Procedure Act 1980-81, Prevention of Juvenile Crime Act 1968, Money Laundering Prevention Act 2000, Victims of Offenses Act 1999, Family Protection and Support Act 2017, Crimes Act 1969, Evidence Act 1968, Juries Act 1968, Prisons Act 1967, Justices of the Peace Act 2017, and any related amendments, legislation, and regulations. • Knowledge of Coroners Act 1979-80 relating to registration of deaths. • Knowledge of regional conventions relating to changing of legal names. • Knowledge of Unclaimed Moneys Act 1970, Land Use Act 1969, House of Arikis Act 1966, Aitutaki Motus Prohibition of Leases Act 1970, Rarotonga Motus Prohibition of Leases Act 1981-82, and any related amendments, legislation, and regulations. • Knowledge of Companies Act 1970-71, Companies Act 2017, aspects of New Zealand Companies Act 1955, Incorporated Societies Act 1994, Incorporated Societies Amendment Act 2017, Chattels Transfer Act 1924, Personal Property Securities Act 2017, and related amendments, legislation, and regulations. • Knowledge of Marriage Act 1973, Births & Deaths Registration Act 1973, Cook Islands Act 1915 (Adoption), Electoral Act 2004, and related amendments, legislation, and regulations. • Knowledge of banking services and processes of Cook Islands licensed domestic banks and international payment methods. • 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. • Knowledge of scanning and preserving legal documents for archiving. • Knowledge of case management software, record management, online platforms facilitating Ministry services, and online payment processes. |

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| | <ul style="list-style-type: none"> • Ability to think on one's feet and has a sound sense of judgement. • Ability to handle confidential and sensitive information. • Understanding of AML/KYC standards and trustee fiduciary responsibilities. • Recognises the boundaries between politics, governance and management and acts accordingly. |
| Awareness | <ul style="list-style-type: none"> • Knowledge of Crown Law Office Act 1980, Small Claims Act 1986, Small Claims Tribunal Act 2008, Criminal Records Act 1991, Extradition Act 2003, Proceeds of Crime Act 2003, Fugitive Offenders Act 1969, Police Act 1981, Legal Aid Act 2004, Declaratory Judgements Act 1994, Harassment Act 2017, Defamation Act 1993, and any related amendments, legislation, and regulations. • Knowledge of implementing online payment methods (e.g. wire transfer, credit card and EFTPOS). • Understands and exemplifies Ministry and public service values. • Applies understanding of the unique and special nature of the Cook Islands to decisions 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