

MINISTRY OF EDUCATION

P.O. Box 97, Rarotonga, Cook Islands

**Government of the Cook Islands**

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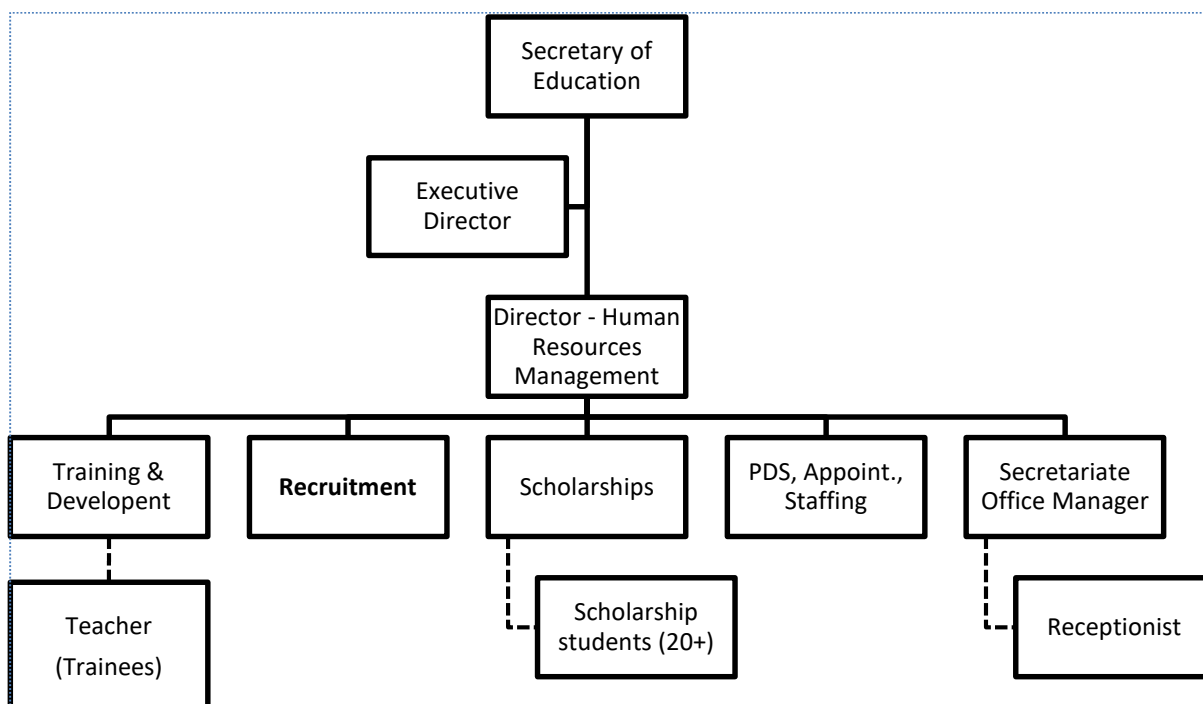
POSITION DESCRIPTION

Position Title:	HR Advisor (PDS, Staffing, Appointments)
Division:	Human Resources Management
Responsible To:	Director HRM
Responsible For:	Nil
Job Purpose:	<ul style="list-style-type: none">To provide a high quality and responsive HR service in relation to performance appraisals and development, school staffing appointments, remuneration and employee relations;To support the implementation of the HRM strategy of the Ministry
Job Classification, Salary	Min(G1): \$26,822 Mid: \$31,114 Max: \$36,478
Date:	April 2021

MINISTRY VISION:

Through its vision, the Ministry of Education values the unique nature of the Cook Islands. We contribute to the effective governance of our country and are recognised as leaders in education throughout the region.

The Ministry of Education provides a dynamic and professional environment which promotes and supports lifelong learning through the provision of quality services.

ORGANISATION CHART:

KEY RESULTS AREA:

K.R.A	Key Performance Indicators
<p><u>Performance Management</u></p> <ul style="list-style-type: none"> • To support, facilitate, and maintain the performance management and development process (PDS) within the Ministry • To provide assistance and guidance to Directors, Principals and managers on the implementation of the PDS process, conducting professional development for staff • To receive and process PDS documentation and recommendations in consultation with the Director P&D. • To refer staff for further guidance and support as a result of performance review report outcomes • To assist in investigations into staff conduct, complaints and performance related matters, appeals, providing final outcomes report in consultation with the Director 	<ul style="list-style-type: none"> • Ensuring all employees have PDS documentation aligned to the MOE plans, teaching standards or competencies and that the PDS appraisal cycle is implemented in all schools, training establishments and divisions. • Manage the annual processing of documentation according to stated timelines • Poor performers and skill gaps will be identified, high performers will be evident and will require recognition, succession planning will be practised • With P&D, to manage the non-performance of staff with regards to supplementary reviews, performance improvement plans, final phase of the review and to ensure all involved are aware of their responsibilities • Investigation process is maintained and reviewed; final outcomes documentation is of a high quality and is well researched
<p><u>School Staffing Allocation</u></p> <ul style="list-style-type: none"> • To determine the staffing levels for schools across all positions informing schools of their staff entitlements and management unit allocations • To determine staffing levels in private schools and to prepare financial information for staff funding entitlements for private schools • To assist in the maintenance and update of the Teacher Register, carrying out background checks of the status of teachers, including those employed in private schools. • To assist in workforce planning for schools and providers to ensure adequate school staff levels are maintained. 	<ul style="list-style-type: none"> • Term 3 school returns and EMIS information is verified, school staffing levels are generated and reported to principals • Ensure MU allocations are fair and appropriate and are implemented accordingly with appropriate documentation; school staffing information is available to SMT • Staff funding for private schools is prepared and verified by Director of Finance • Teacher register is current and information is available and published • Workforce plan is reviewed and based on current data trends in student numbers
	<ul style="list-style-type: none"> •
<p><u>Appointments</u></p> <ul style="list-style-type: none"> • To advise Principals, Directors and senior managers on recruitment, appointments and selection policy and procedure; leading and advising 	<ul style="list-style-type: none"> • Appointments and selection processes are professional, efficient and responsive and instil confidence in both the Ministry and candidate

<p>recruitment panels – shortlist, interviews, reference checks, selection.</p> <ul style="list-style-type: none"> • To assist in preparing and deploying advertisements to local media, MOE website, NZ Education Gazette, overseas media (NZ, Fiji), Seek • To ensure all recruitment documentation is well prepared and accessible including JD, application forms, referee reports, questionnaires. • To oversee and authorise the preparation and issue of appropriate contractual documentation in relation to appointments, variations to employment and terminations • To process work and entry permits, customs forms, make travel bookings and to ensure all financial documents are in order • To assist in staff induction programmes and liaise with relevant agencies, accommodation 	<ul style="list-style-type: none"> • Shortlisting, grading, selection, panel selection and interview processes are clear, transparent and appropriate (CITTI) • Job advertisements are clear, transparent and fair and are posted to the local media, website and overseas media (where appropriate) • Candidates appointed to positions are assessed as good candidates and pose minimal risk to the Ministry. • All applicants are notified promptly of the outcome of the recruitment process and all necessary next steps are carried out – recommendation of appointment, letter of offer and appointment • Appointments information is processed accurately and forwarded to the payroll clerk, MFEM and OPSC • Orientation and induction programs including key agencies and staff is prepared, implemented successfully and reviewed.
<p><u>HR Services and Policies</u></p> <ul style="list-style-type: none"> • Ensuring all Ministry HRM policies (Scholarships, Appointments) are fairly applied across the Ministry in a professional manner • Assist in the review of all HRM policies scheduled for review including the HRM manuals and annual development plan. • Maintaining the Ministry's policies, procedures, audits, reports and files • To provide cover across all HR service areas when required and provide guidance, support and supervision to the Divisions HR Administration Team 	<ul style="list-style-type: none"> • HR services performed meet legislative requirements, Education Master Plan and Ministry policy. • Staff and Teacher recruitment and promotion campaigns meet the needs of the Ministry in all schools in the Cook Islands • HR Administrative documentation are well prepared, complete and available for audit purposes. • All staff records are managed efficiently and kept up to date in both hardcopy form and electronically (Pay-global, HRMIS, PSC) • Assist in training and development, case work and reception area • HR Services are maintained to a high standard and issues are dealt with in a timely manner
<p><u>Employment Relations & Administration</u></p> <ul style="list-style-type: none"> • To lead in the management of casework involving conduct, performance and disputes, giving advice and support to managers, making recommendations, liaising with other agencies, review and discipline meetings • To provide HR advisory input into service area projects, change management programmes and working groups as required. 	<ul style="list-style-type: none"> • The resolution of all HR issues in accordance with Ministry policies and procedures, in line with current employment law requirements (performance reviews). • HR issues are dealt with promptly, effectively and according to agreed actions. • Contribution to the development & review of the annual HR business plan (budget tracking, monthly HRM Team reports).

<ul style="list-style-type: none"> Keep up to date with developments in employment legislation and human resources best practice; knowledge sharing within the team to ensure continuous development and improvement in the service offered. 	<ul style="list-style-type: none"> Job evaluation training and contributing to the review of position descriptions across the Ministry
<u>HR Communication</u> <ul style="list-style-type: none"> To ensure that all stakeholder communications are clear, responsive, and professional and expectations are clearly defined, agreed and monitored. To develop and maintain collaborative and productive relationships with service areas, colleagues and establishing professional credibility To facilitate feedback from clients about the HR services offered 	<ul style="list-style-type: none"> Enquiries are dealt with in an efficient, professional and courteous manner. Maintaining the effectiveness of HR systems and processes which produce clear working papers and documentation of processes for audit. Conduct surveys and contribute to the annual HRM report
<u>Professional Conduct</u> <ul style="list-style-type: none"> Demonstrate professional conduct as expected by an employee of the Cook Islands Public Service Participate fully and effectively in the performance management system 	<ul style="list-style-type: none"> The Public Service is not brought into disrepute by inappropriate performance and/or behaviour Performance is reviewed annually and development opportunities provided to enhance effectiveness

WORK COMPLEXITY:

<i>Indicate Most challenging duties typically undertaken:</i>	
1	Manage the PDS process of the Ministry advising senior management and staff on requirements, providing development opportunities. Processing final appraisal outcomes including referrals to appropriate MOE staff for staff requiring support and guidance. Carrying out investigations into complaints, conduct and performance matters maintaining confidentiality and integrity' reports are clear, unbiased and well researched
2	Carry out responsibilities of recruitment, selection, appointments and induction process maintaining integrity in the process; documentation produced is accurate and of a high standard to panels, applicants, HOM, PSC and MFEM.
3	Compiling staffing list for schools based on EMIS and Term 3 school returns data and liaising with principals on management unit changes. Documentation is of a very high quality and have a good attention to detail.
4	Clear and effective communication with schools/providers, stakeholders, staff and applicants to ensure PMS, school staffing and appointments process is understood and meets with PSC guidelines; monitor recruitment budget and milestones.

AUTHORITY:

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

Financial	Nil (Input into the preparation of HRM Budget in area of responsibility)
Staff	Nil (Advise senior managers and staff on PMS process, outcomes and Principals on school staffing needs.)
Contractual	Nil (Prepare employment contracts for expatriate staff)

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
Principals, Directors, Line Managers	PDS, staffing, vacancies, appointments, induction and other matters as required (Heavy)	Community Services – accommodation, airlines, shipping agencies, banks, media outlets	Travel arrangements (overseas, local), freight, temporary/permanent accommodation, banking, advertising (Routine)
School, CITTI, MOE Administration staff	Respond to queries, PMS, appointment documentation, induction, employment relations (Heavy)	Government Agencies – MOH, MFAI, MFEM, OPSC	Immigration matters, health and police clearance, customs clearance, appointment's documentation, (Routine)
Finance, ITC Division	Finance - payments, reimbursements, payroll, leave, ITC – set up of staff accounts, training, and other matters as required. (Heavy)	General Public	Respond to queries, inform status of applications and other matters (Routine)
		Overseas Agencies – NZ Gazette, NZTC	Advertising, teacher registration (Minimal)

QUALIFICATION:

Level of education required to perform the functions required of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (specific qualification for job)
<ul style="list-style-type: none"> A bachelor's Degree in a Humanities field with studies in HRM, Business, Psychology or Education Teacher registration 	<ul style="list-style-type: none"> A post graduate qualification in the stated fields

Knowledge / Experience

The length of practical experience and nature of specialist 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"> Maturity and a minimum of 5 years' relevant experience in a senior role in an education setting managing staff appraisals and providing advice on appraisals processes, Experience in conducting employment issues investigations 	<ul style="list-style-type: none"> Experience in an HR Department in a mid-sized organisation Managing finances Experience in the Teaching & Learning process

<ul style="list-style-type: none"> • Ability to communicate effectively in both Cook Islands Maori and English to staff in senior positions e.g. Principals • 8 years teaching experience 	
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Key Skills /Attribute / Behaviours

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> • PDS, staffing and appointments - Good understanding of requirements of all processes. Ability to provide, administer and support staff in the recruitment and induction process • Decision making - Making timely decisions; judgements; taking action • Problem Solving - Ability to work methodically through problems, manage pressure and resolve issues to the satisfaction of staff and external stakeholders • Customer Relations - Working to achieve total customer satisfaction (includes internal and/or external customers) • Communication Skills - Expressing ideas effectively in individual and group situations; adjusting language or terminology to the characteristics and needs of the audience. Keeps information confidential. • Collaboration - Working effectively with others in the HRM Division to accomplish team goals. Highly articulate with ability to communicate with management and clients.
Advanced	<ul style="list-style-type: none"> • Quality and Accuracy of documentation- Accomplishing tasks with concern for the standard produced; checking own work to ensure accuracy, adherence to procedures and completeness. Improves processes to ensure improvement in quality of outputs over time. • Interpersonal Skills - Establishing and maintaining relationships with staff and external agencies to improve the overall effectiveness of the position. • Attention to detail – ability to accurately check processes, tasks and /or information no matter how small over time yet still showing concern for all the other aspects of the job. • Decision making - Making timely decisions; judgements; taking action when appropriate and committing to and supporting decisions made. Able to work to negotiated timetable and meet deadlines • Ability to deal with risk and crisis management in a structured and calm manner
Working:	<ul style="list-style-type: none"> • Good research & report writing skills (including the collection of both quantitative and qualitative data) • Sensitivity towards and understanding of Cook Islands culture. • Good computer skills and knowledge of basic software, IT Level 3 competency • Actively participating in own professional development • An ability to respond to changing situations in a flexible manner in order to meet current needs.
Awareness	Education Awareness - Awareness of the links of tasks to MOE policies, manuals and statutes. Considers implications and risk of proposed actions/decisions in regard to meeting education outcomes.

Approved:

Head of Ministry – Secretary of Education

Date

Employee

Date