



National Environment Service  
GOVERNMENT OF THE COOK ISLANDS

PO Box 371 Rarotonga Cook Islands Phone (682) 21256 [www.environment.gov.ck](http://www.environment.gov.ck)

### POSITION SUMMARY

<b>Job Title:</b>	<b>Suwarrow Island Assistant Park Ranger</b>
<b>Division:</b>	Puna Orama – Island Futures Division
<b>Responsible To:</b>	Director – National Environment Service Deputy Director – National Environment Service Manager – Island Futures Division Senior Biodiversity Officer
<b>Responsible For:</b>	Providing assistance and support to the Suwarrow Park Ranger and work independently within an agreed framework as agreed with the Director, Deputy Director, IFD Manager, and Senior Biodiversity Officer, for the effective delivery of services on the island of Suwarrow to achieve the objectives of the National Environment Service and its partner agencies.
<b>Job Purpose:</b>	To protect, conserve and manage the environment and wildlife on the Island of Suwarrow. This position falls under the direct supervision of the Suwarrow Park Ranger.
<b>Job Classification:</b>	Function (Service Delivery)
<b>Date updated:</b>	26th April, 2018

#### AGENCY VISION

*Taporoporoia Te Tango o te Kuki Airani* - A Clean, Green, Healthy and Sustainable Environment for all

#### ORGANISATIONAL STAFFING STRUCTURE

See Annex 1

## DUTIES AND RESPONSIBILITIES:

The position of Suwarrow Assistant Park Ranger within the Island Futures Division entails activities for the effective and efficient management of the island of Suwarrow and to enforce the Environment Act 2003 as well as the Suwarrow Park Rules. The Ranger will be stationed in Suwarrow for the period of seven months (May – November) this may extend for extra months depending on travel and shipping arrangements.

Below is a description of responsibilities of this position however this TOR is flexible and may change over time.

Duties	Key Responsibilities
<p>(1) To protect, conserve and manage the environment and wildlife on the Island of Suwarrow</p>	<ul style="list-style-type: none"> <li>- Enforce the National Environment Act 2003 and the Suwarrow Park Rules and any Act designated by other Government agencies;</li> <li>- Protect, conserve, and manage the environment and wildlife of Suwarrow;</li> <li>- Prevent, and control the pollution of air, water, and land;</li> <li>- Assist Park Ranger to carry out investigations and monitoring relevant to the protection and conservation of the natural resources of Suwarrow;</li> <li>- Protect, manage, and prevent damage to any of the <i>Motu</i> and any area used by members of the public;</li> <li>- Assist Park Ranger to monitor and evaluate activities which significantly affect the environment;</li> <li>- Assist Park Ranger to monitor and report on the state of the environment of Suwarrow to the Senior Biodiversity Officer based in the Rarotonga office;</li> <li>- Implementation of the NES Suwarrow Office work plan including <i>inter alia</i>;               <ul style="list-style-type: none"> <li>▪ Assist with the monitoring and data collection of rodents.</li> <li>▪ Assist with the data collection on crab density.</li> <li>▪ Assist with vegetation mapping on motu</li> </ul> </li> <li>- Maintain shelters and all equipment owned by Government on Suwarrow;</li> <li>- Clean, remove and manage foreign waste around the shelters, the pier and <i>Motu</i>;</li> <li>- Responsible to the Park Ranger and provide support, recommendations and advise on any environment programs and activities on the island;</li> <li>- Do anything incidental or conducive to the performance of any of the foregoing functions.</li> </ul>
<p>(2) Undertake the general administrative requirements of the management of activities on Suwarrow:</p>	<ul style="list-style-type: none"> <li>- Assist Park Ranger with secretarial and administrative services on the Island;</li> <li>- Assist with keeping a registry of all vessels that enter Suwarrow</li> <li>- Provide regular updates to the Senior Biodiversity Officer on environment and administrative related issues on the island;</li> <li>- Provide periodic reports on all activities on the island and an end of the Suwarrow annual season report.</li> <li>- Attend/Carry out other duties as authorized by the Park Ranger and the Biodiversity Conservation Unit</li> </ul>
<p>(3). Fulfil the additional duties related to border control functions of Police, Customs, Immigration, Health and Biosecurity</p>	<ul style="list-style-type: none"> <li>- Undertake training by border control agencies in procedures and administrative forms required for visitor arrivals on Suwarrow</li> <li>- Assist the Park Ranger in the delivery of border control functions on Suwarrow and the maintenance of related records related as determined during training.</li> </ul>

You are expected to perform such other duties as can reasonably be regarded as incidental to the job description and such other duties reasonably within your experience and capabilities as you may be from time to time assigned.

## WORK COMPLEXITY

*Indicate most challenging problem solving duties typically undertaken*

1	The ranger is expected to interact with visitors – typically the nature of contact includes courtesy, giving/receiving information, explaining things, liaising, advising, gaining co-operation, facilitating, influencing and persuading, resolving minor conflicts, leading.
2	Be adaptive and find alternate solutions to the challenges of living and working on an isolated island far from the usual resources.
3	Actively implement workplans with minimal supervision and in collaboration with the Suwarrow Park Ranger

## 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
<b>Director</b>	<u>Medium:</u> Employer Indirect Reporting	<b>Visitors</b>	<u>Promotion and Routine:</u> Direct communication for vessel clearance, delivery and enforcement of Suwarrow rules and guidelines, collection of vessel clearance papers, park fees
<b>Deputy Director</b>	<u>Medium:</u> Indirect Reporting	<b>Govt Partners</b>	<u>Routine:</u> Provision of timely, high quality analysis and advice as required and in relation to visitors/ vessels in Suwarrow Support in the implementation of border control functions on Suwarrow
<b>Island Futures Division Manager</b>	<u>Medium:</u> Indirect Reporting	<b>ACD Manager</b>	<u>Reporting and Advice:</u> Communication for advice on and implementation of the Environment Act
<b>Senior Biodiversity Officer</b>	<u>Heavy:</u> Direct Reporting	<b>All NES staff</b>	Support in the implementation of NES activities on Suwarrow
<b>Suwarrow Park Ranger</b>	<u>Heavy:</u> Direct Reporting		

## 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)
High school qualification equivalent to 5 <sup>th</sup> Form First aid Certificate Boat masters Certificate	High school qualification equivalent to 7 <sup>th</sup> Form Conservation management Certificates

## EXPERIENCE

Essential:	Desirable:
<ul style="list-style-type: none"> <li>▪ A working knowledge of the Cook Islands, its people, system of government, its cultural practices, and sustainable development of the environment;</li> <li>▪ Demonstrate organizational skills;</li> </ul>	<ul style="list-style-type: none"> <li>▪ A wealth of knowledge of the Cook Islands, its people, system of government, its cultural practices, and sustainable development of the environment;</li> <li>▪ Demonstrate excellent organizational skills;</li> </ul>

<ul style="list-style-type: none"> <li>▪ Must have basic report writing skills;</li> <li>▪ Effective communication skills, both written and oral.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrate excellent report writing skills;</li> <li>▪ Excellent communication skills, both written and oral.</li> <li>▪ Proficiency in written and oral Cook Islands Maori will be an advantage.</li> </ul>
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## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Advanced</b>	<ul style="list-style-type: none"> <li>▪ Outgoing personality with ability to communicate with assorted visitors on the island</li> <li>▪ Must have some skill to carryout telecommunications such as use of VHF radio and/or a satellite phone.</li> <li>▪ Ability to work independently as well as in a small team environment and in partnerships</li> <li>▪ Ability to support NES's values and a genuine desire to protect Suwarrow</li> <li>▪ Integrity in handling sensitive information.</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>▪ Physically fit to carry out field work.</li> <li>▪ Ability to swim and fish</li> <li>▪ Must have some kind of skill for seamanship i.e. use or steer a boat, boat safety</li> <li>▪ Basic First Aid.</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>▪ Must be of sober habits with a smart and clean appearance</li> <li>▪ High standards of self-integrity and honesty;</li> </ul>

## CONDITIONS

- Terms of employment are from April – November 2016 and April – November 2017.
- The Assistant Ranger will be stationed in Suwarrow for the period of seven (7) months (May – November) this may extend to eight (8) months depending on shipping arrangements.
- The Assistant Ranger is to spend one (1) month working for NES prior to departure to and on return from Suwarrow.
- Position is to be reviewed at the end of each year depending on the performance of the Assistant Ranger
- Government Superannuation applies based on standard entitlements.

## 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.

## APPLICATION

The following document **must** be attached with the application

- Letter of interest
- CV
- Medical Report
- Police Report

**Annex 1: NES Structure for Island Futures Division**

