

# VSA Assignment Description

<b>Assignment Title</b>	Data Management Adviser
<b>Country</b>	Cook Islands
<b>Location of Partner Organisation</b>	Rarotonga
<b>Partner Organisation</b>	Tuanga Taporoporo - National Environment Service, Cook Islands
<b>Duration</b>	12 months
<b>Sustainable Development Goals</b>	

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## 1. Partner organisation overview

Tuanga Taporoporo, the Cook Islands National Environment Service (NES), is the central government agency charged with protecting, managing and conserving the environment of the Cook Islands, on behalf of and for the benefit of present and future Cook Islanders. Their goal is to build a more sustainable future for the Cook Islands environment.

The NES is the key regulator in the monitoring, advisory and compliance of environment related activities in the Cook Islands. They also work towards a sustainable environment through environmental management, policy development, education and awareness and planning responses.

Increasing environmental concerns such as global warming, sea level rise, erosion and sand mining, biodiversity and habitat loss, coral bleaching and coral death, pollution, waste management recycling, require urgent responses for sustainability.

Tuanga Taporoporo's vision statement is "A clean, green and sustainable environment".

## 2. Assignment overview

The NES handles large amounts of data and information, some of which is used internally, and some of which is used by external agencies such as the South Pacific Regional Environment Programme (SPREP) and South Pacific Community (SPC), South Pacific Applied Geoscience Commission (SOPAC) and United Nations Development Programme (UNDP).

Staff are very capable in the collection of data, but the NES requires support to develop robust systems for data storage and analysis.

The goal of this assignment is to build the capability of staff in order to strengthen data collection, collation, storage, analysis and reporting.

The successful VSA volunteer will support staff to build in-house processes and systems for data maintenance and management, develop systems, procedures and policies for data management, and assist staff in performing data-related tasks, including the analysis of raw data.

## 3. Goal/outcomes/outputs

### Goal

The National Environment Service has a robust and fit-for purpose data management system, and staff are confident and competent in their ability to store, manage, review and analyse complex data sources.



### Outcome 1

The NES has a fit-for-purpose data management system, in line with field support activity, and staff understand how to care for, clean and maintain large data sets.

Alongside current staff:

- Review current data storage and management systems
- Analyse data sources and reporting requirements
- Identify gaps and determine new best practices for data quality, backup, and storage
- Assess current system capabilities and make recommendations for software, hardware, and data storage improvements
- Develop and implement procedures for effective data management
- Train, support and mentor staff in their use of the above systems

### Outcome 2

The NES has a robust set of data governance principles which inform its use and distribution.

- Assist staff to develop and implement rules, guidelines and procedures:
  - for data sharing
  - for staff members in their daily use of data systems
  - for data privacy and digital security
  - for the regular monitoring and evaluation of data systems
- Train, support and mentor staff in their use of the above rules, guidelines and procedures to support the proactive review and evaluation of data, its quality and its fit for purpose

### Outcome 3

Staff at the NES are confident and competent in their ability to analyse data.

Alongside current staff:

- Assess NES' data analysis needs
- Assess NES staff data analysis skill levels
- Identify gaps in knowledge
- Develop and implement training for staff including but not limited to:
  - Storing data for optimal access and analysis
  - Data analysis frameworks
  - Data reporting to inform internal decision making
  - The translation of data into policy which will inform ongoing work streams
  - Data reporting to external stakeholders such as Secretariat for the Pacific Regional Environment Programme (SPREP), South Pacific Community (SPC), South Pacific Applied Geosciences Commission (SOPAC) and United Nations Development Programme (UNDP).

## 4. Reporting and working relationships and capacity building

The volunteer will report directly to the Senior Policy and Legal Officer, and the Acting Director. They will be accountable to the Acting Director.

On a day-to-day basis, the volunteer will predominately work with the Compliance and Advisory Division.

The volunteer and Tuanga Taporoporo – National Environment Service, Cook Islands will have an ongoing relationship with the VSA programme manager in terms of assignment monitoring, reporting, professional advice and personal support.



As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

## 5. Selection criteria/position requirements

### Person specifications (professional)

#### Essential

- Proficient in data recording software
- Experience in data collection, data entry, cleaning and preparing recommendations
- Experience working with quantitative and qualitative data sets
- Knowledge of database systems (for example, Microsoft Power BI or Dynamics)
- Experience in data management and analysis, interrogation, translation, and understanding how data relates to business goals
- Experience in data presentation

#### Desirable

- A Bachelor's degree in a relevant subject
- Ability to collect and store data safely and cost-effectively
- Ability to establish internal procedures on data management and to ensure internal staff adapt and adjust to procedures
- Ability to provide effective oversight of data governance across all NES departments and with stakeholders
- Experience building business intelligence dashboards

### Personal specification (personal)

#### Essential

- An analytical mindset – strong problem solving skills
- Strong organisational skills – meticulous, thorough and detail-oriented
- Strong communicator – able to interact and communicate cross-functionally, with internal teams, clients, external stakeholders and partners
- Ability to translate complex problems clearly and in nontechnical terms
- Commitment to team work
- Experience in coaching and mentoring others
- Awareness and sensitivity of cross-cultural settings
- Patience, tolerance and flexibility
- Work with limited resources within a challenging environment

## 6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange



## 7. Country Context

For more information about the Cook Islands, see <https://vsa.org.nz/about-vsa/countryregion/cook-islands>

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### Additional information

#### Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

#### Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

#### Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

#### Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However volunteers with accompanying dependents will not be considered for this assignment.

#### Fundraising

Volunteers are encouraged to fundraise at least \$1000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.

#### Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

#### Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children, and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

#### Volunteer package

The volunteer's package includes the following:

##### *Reimbursements and grants*

1. Volunteers will receive an establishment grant of NZ\$750 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,100 per couple.
2. For two year assignments, the volunteer will receive a rest and respite grant of NZ\$1,000 on completion of the first year.
3. A resettlement grant of NZ\$250 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
4. The volunteer will receive a monthly living allowance of NZD \$1,300



#### *Accommodation*

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

#### *Airfares and baggage allowance*

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

#### *Insurance*

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

#### *Utilities*

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

**Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.**

