

POSITION DESCRIPTION

Ministry for Vulnerable Children, Oranga Tamariki



**ORANGA
TAMARIKI**
Ministry for Vulnerable Children

Title:	Programme Coordinator Infrastructure
Group:	Infrastructure (Property and Fleet)
Reports to:	Infrastructure Manager (Property)
Location:	National Office, Wellington
Direct Reports:	Nil
Budget:	No

OUR ORGANISATION

About us

The Ministry for Vulnerable Children, Oranga Tamariki is a new Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

The Oranga Tamariki way

We're introducing a new way of doing things. A way of looking at the world that guides everything we do:



Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish.
- Improved outcomes for all children, especially Maori tamariki and rangatahi.

POSITION PURPOSE

The purpose of this role is to support the successful delivery of Infrastructure (Property) initiatives at Oranga Tamariki through the provision of property coordination and administration duties for the business as usual property /projects. The Property Coordinator works closely with Infrastructure Manager, property and facilities managers, and lease specialist, and is responsible for providing property project, logistical and general coordination support to an in-flight projects and business as usual property activities.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Property/Project coordination	<ul style="list-style-type: none"> - Prepare reports, project status reports, presentations, agendas and minutes, and maintain logs and registers. - Take an active part in the property risk/issue management process by contributing to the identification and prioritisation of existing and potential risks and issues. - Monitor, analyse and report on property budgets and forecast to the Infrastructure and Property and Facilities Managers. - Develop (in consultation with stakeholders) robust property project schedules including identifying sequence of tasks, dependencies between tasks and effort to complete. - Manage the property project plans using MS Project, reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner. Follow up on any actions, addressing any challenges and escalate issues to Infrastructure Manager and Property and Facilities Managers where necessary. - Support the team in achieving property/project outcomes by establishing standards, tools and procedures including issue, risk change and information management. - Arrange and attend weekly Property/project meetings across various project streams, taking notes and distributing meeting minutes. - Undertake other tasks as directed by your manager from time to time as agreed. - Support the assurance process and follow up on the action register. - Set up and maintain project files and establish document control procedures. - Organise logistics for property meetings including Team and ad hoc meetings. - Proactively maintain a current awareness of the property project activities and status. - Liaise with Property and facilities managers to source resources and participants needed to achieve property goals.

	<ul style="list-style-type: none">- Track and report on property/project tasks, milestones and deliverables.- Identify and mitigate issues/risks within property and projects, maintaining an issue/risk register and escalating to senior management where necessary.- Liaise with property/project stakeholders on an on-going basis.
Risk Management	<ul style="list-style-type: none">- Identify and mitigate issues/risks within property/projects, maintaining an issue/risk register and escalating to senior management where necessary.- Take an active part in the property/project issue/risk management process, by contributing to the identification and prioritisation of existing and potential issues and risks and helping to develop strategies and controls to mitigate these. Use sound judgement to identify which issues and risks should be escalated to governance groups and prepare relevant reports/documentation.
Accounts	<ul style="list-style-type: none">- Provide financial/budgeting administrative support to the Property and Facilities Managers- Ensure that receipts for personal expenses are accurately collated, recorded and submitted to the appropriate sources for reimbursement- Liaise with the Finance Business Partner on matters relating to the Property budget and financial reporting requirements- Prepare invoices for payment by Property and Facilities Managers
Relationship Management	<ul style="list-style-type: none">- Build and maintain effective relationships with a wide range of people in addition to your own team, including Property senior managers, stakeholders/customers, other team members and managers, external agencies and vendors.
Being part of the Oranga Tamariki team	<ul style="list-style-type: none">- Actively and positively participate as a member of the team.- Proactively look for opportunities to improve Oranga Tamariki's operations.- Perform any other duties as needed by Oranga Tamariki.- Comply with and support all health and safety policies, guidelines and initiatives.- Ensure all incidents, injuries and near misses are reported into our H&S reporting tool.- Comply with all legislative and regulatory requirements and report any breaches as soon as they become known.- Adhere to all Oranga Tamariki's procedures, policies, guidelines, and standards of integrity and conduct.- Commitment to the Treaty of Waitangi and respect and incorporate these into your work.

KEY RELATIONSHIPS

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| Internal | <ul style="list-style-type: none">- Infrastructure team- Finance team- Health, safety and security team- National accounting centre- Frontline sites, residences and homes teams |
| External | <ul style="list-style-type: none">- MSD property team- Cross-government working groups |

QUALIFICATIONS & EXPERIENCE

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| Qualifications | <ul style="list-style-type: none">- Have intermediate knowledge of email software, MS Word, PowerPoint, Excel.- Have advanced/expert knowledge of MS Project or other project management software.- A clean, current driver's licence is essential and a willingness to drive the Ministry's vehicles if needed. |
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| Experience | <ul style="list-style-type: none">- Demonstrated experience in supporting Property Manager/Property and Project Team in a large-scale project, ideally at least 2 years' experience.- Experience in maintaining Property/project plans.- Experience of maintaining Property/project finances.- Experience in producing effective presentations, status reports and other project artefacts. |
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| Skills and Attributes | <ul style="list-style-type: none">- Excellent verbal, written and interpersonal communication skills.- Be flexible and highly adaptable to ever changing priorities.- Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others.- Accurately and clearly convey timely information and ideas, using a style and manner of presentation appropriate to the target audience.- Effective time management skills and ability to juggle multiple priorities.- Self-motivated and ability to work unsupervised.- Sound judgement and initiative. |
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