

Project Coordinator (FT)

# About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and

more effectively to improve the lives of New Zealanders.

**Our values – how we do things around here**

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| **Tāngata**We’re about people | **Manawa Māui**We are a catalyst for change |  | **Taunakitanga**We influence through evidence |  | **Puaretanga**We’re transparentby nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to developand deliver services. | We challenge the status quoconstructively and seek better waysof doing things. |  | We use evidence to influence positive change for New Zealanders. |  | We will share what we’re doing, how we’re doing it, and what we learn |

# About working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka

whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

# About the position

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| **The purpose of this position** |
| The purpose of the Project Coordinator (FT) role is to assist and proactively work with Project Manager to support the completions of SIA and SIF projects. The role includes administration and project coordination tasks. This role is responsible for providing project, logistical and general coordination support to in-flight projects**.** |
| Team and location | Wellington Transformation Office |
| Reporting to | Director Transformation |
| Salary band | Band 14: $66,188 -$93,442Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $66,188 - $77,868. |

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| **What you will do to contribute** |
| **Programme and Project Management Support*** Support the Project Manager to manage, develop and implement specific project plans, business cases, implementation plans, and evaluation and monitoring regimes as required.
* Support across project management services to ensure these are delivered in a timely and professional manner.
* Support project management quality assurance, responsibility for managing the quality of processes and outputs.
* Contribute to development of project budgets and coordinate access to project resources.

**Change Management Support*** Contribute to the development of status reports relating to change activities, milestones, deliverables, dependencies, risks and issues, and provide communications on project activity as required.
* Proactively anticipate and manage change risks and dependencies providing timely feedback to the TO.

**Stakeholder Management*** Establish and maintain professional relationships with internal and external stakeholders with effective communication methods.
* Convene and attend meetings with senior managers and stakeholders to address specific risks or issues.
* Document all meeting minutes and actions for governance and forums.

**Planning*** Contribute to defining and where appropriate implementation of key project management standards, guidelines, processes, roles and responsibilities (e.g. risk management, planning, estimating, progress
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tracking, documentation controls etc.) in conjunction with the appropriate departments, e.g. Risk and Assurance, Finance etc.

* Co-ordinate regular internal and external project reporting.
* Support the Project Manager to provide central co-ordination for the processes and repository for all project documentation/ manuals etc through the Ministry systems.
* Contribute to the development, management and publication of all project documentation and any other plans as required (including schedules, financials and benefits).

### Governance, Reporting and Accountability

* Coordinate provision of information and advice as required, to enable internal and external reporting (including Ministers) for the purposes of accountability reporting.
* Coordinate reporting on the progress of projects at regular intervals throughout the life of the project or as requested by governance and or the TO.
* Ensure all project related documentation is consistent and accurate to the needs of the intended audience.
* Contribute to and coordinate development of governance reports, project status reports, presentations, agendas, minutes.
* Maintain logs and registers.
* Support assurance and governance process and follow up on the actions as required.

### Finance

* Support the Project Manager to manage the approved project budget in accordance with the Public Finance Act and the Ministry financial management policies and systems and the Finance team.

### Risk & Issue Management

* Actively identify and manage risks, issues, assumptions and decisions.
* Keep the Director Transformation informed of any critical risks/issues and the strategies in place to mitigate them (and escalate as appropriate).
* Provide effective and efficient service for identification, screening, prioritisation and resolution of risks & issues.

### Best Practice/Centre of Excellence

* Promote and apply best practice as defined by the Project Management Institute and or any other related professional body.
* Adhere to SIA standards for project management.
* Contribute to establishment of project practices, templates, policies, tools and partnerships to expand and mature capabilities.
* Development of any integrated change programme work for assigned project(s) and/or common stakeholders.

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| **Risk management*** Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary.
* Ensure that analysis, data and information supplied is accurate and verified.
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| **Health and safety**Take responsibility for meeting SIA’s obligations for workplace health and safety. |

# About you – what you will bring specifically

## Qualifications

* Relevant tertiary qualification and/or technical qualification

## Experience and knowledge

* 3+ years’ experience in a Project Coordinator role working as part of a transformation programme delivering complex projects.
* Strong administration and meeting coordination experience including the ability to work with complex documents and take accurate meeting minutes.
* Excellent stakeholder relationship management skills.
* Well-developed organisational and planning skills including time management, the ability to multi-task, and perform well under pressure.
* Accuracy and attention to detail.
* Proven ability to use communication and information technology systems and methods including: M365 suite, project planning tools.

## Characteristics

Engaging others – connects with others, listens, reads people and situations, communicates tactfully. Achieving ambitious goals – committed and tenacious, ambitious.

Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision making biases.

Honest and courageous – shows courage, shows decisiveness, leads with integrity. Resilient – displays resilience, demonstrates composure.

Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.

Knowledge and understanding of Mātauranga Māori and tikanga.

## Capabilities

Implements strategy – aligns their work with strategic objectives and SIA’s vision.

Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.

Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.

Builds relationships – builds internal relationships by contributing to their team, working collaboratively with others across the organisation and taking an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.

Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.

Shows political awareness – displays an understanding of the essentials of how the government and the public sector work, and ensures that written documentation and verbal presentations reflect relevant political sensitivities.

Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.

Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

## Other requirements

Willing to take on responsibilities (within limits) outside the prescribed position description.