

Job Description

Job details

Job description #	
Title	Project Coordinator
Business Group	Sector Enablement and Support
Team	Strategy and Implementation
Job family	Project / Programme Management
Salary band	A6
Location	Wellington
Reports to	Programme Manager
Direct reports	Nil

Organisation Context

Our Purpose	<p>We work together to shape an education system that delivers excellent and equitable outcomes.</p> <p>Ko tā mātou he waihanga i tētahi pūnaha mātauranga e tuku ai he otinga tōkeke, he otinga hiranga</p>
Our Behaviours	<ul style="list-style-type: none"> We get the job done ka oti i a mātou ngā mahi We are respectful, we listen, we learn He rōpū manaaki, he rōpū whakarongo, he rōpū ako mātou We back ourselves and others to win Ka manawanui ki a mātou me ētahi ake kia wikitoria We work together for maximum impact Ka mahi ngātahi mo te tukinga nui tonu Great results are our bottom line Ko ngā huanga tino pai a mātou whīnga mutunga
Our core organisational success factors	<ul style="list-style-type: none"> Cultivating a customer focused culture Building a high performance culture Building strategic business alliances Creating alignment and accountability

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Job Purpose	The Project Coordinator will work with the Project/Programme Manager to provide efficient and effective administration, planning, co-ordination and support to a project, multiple projects, or a programme.
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Accountabilities

Key accountabilities	Key activities
Administrative support for projects	Provide logistical support for project team members including programme & project planning, scheduling and resource control, implementing appropriate risk, issue, change, dependency, quality, communications and contract controls, implementing, managing and controlling project standards; maintain calendar for project meetings and reporting schedules; provide administrative support for Project Board members and meetings.
Recruitment/procurement	Support the recruitment/procurement of project resources (staff, devices and accommodation) to deliver the projects included in the annual delivery plan.
Induction & training of project staff	Undertake human resource duties including staff inductions and ensuring that work spaces are set up for new staff as required. Support skills transfer of project and programme delivery using relevant toolsets, project and programme standards and controls.
Financial support	Work with the Project/Programme Manager to ensure Oracle Financials are kept up to date, accounts are correctly coded and forwarded for payment, accruals are actioned and accounts are reconciled each month.
Reporting	Establish reporting mechanisms for projects, ensuring that the correct templates are used, reports accurately record the status of the project and reports are delivered to required deadlines. Tracking programme & project performance against plans and milestones Preparing the required status and progress reports (including risks and issues).

Job specific competencies

Behavioural expectations of all people linked closely to our mission and behaviours and Code of Conduct. To be successful in your role, you'll need to display the behaviours and attitudes that are described in our competency framework.

Capability	Level	Expectation
Project Management	4	Defines, documents and carries out small projects or sub-projects (typically less than six months, with limited budget, limited

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		interdependency with other projects, and no significant strategic impact), alone or with a small team, actively participating in all phases. Identifies, assesses and manages risks to the success of the project. Prepares realistic plans (including quality, risk and communications plans) and tracks activities against the project schedule, providing regular and accurate reports to stakeholders as appropriate. Monitors costs, timescales and resources used, and takes action where these deviate from agreed tolerances. Ensures that own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are recorded.
Portfolio, programme and project support	3	<p>The provision of support and guidance on portfolio, programme and project management processes, procedures, tools and techniques. Support includes definition of portfolios, programmes, and projects; advice on the development, production and maintenance of business cases; time, resource, cost and exception plans, and the use of related software tools. Tracking and reporting of programme/project progress and performance are also covered, as is the capability to facilitate all aspects of portfolio/ programme</p> <p>Uses recommended project control solutions for planning, scheduling and tracking projects. Sets up project files, compiles and distributes reports. Provides administrative services to project boards, project assurance teams and quality review meetings. Provides guidance on project management software, procedures, processes, tools and techniques.</p>
Relationship Management	4	<p>During the design, management and implementation of business change and throughout the service lifecycle, the analysis and coordination of relationships with and between stakeholders, taking account of the services they use.</p> <p>Collects and uses feedback from customers and stakeholders to help measure effectiveness of stakeholder management. Helps develop and enhance customer and stakeholder relationships</p>
Managing Work Priorities	3	<p><i>Manages and delivers on work priorities</i> (i.e. uses sound work management practices to organise their team's work priorities, so that they deliver on work commitments)</p> <p><i>Purposeful about where they invest their time</i> (i.e. takes a deliberate work management approach which strikes an effective balance between proactive and responsive work activities)</p>
Enhancing Organisational Performance	2	<p>Strengthens team performance (i.e. leads process improvements which achieve gains in effectiveness and efficiency).</p> <p>Fosters a continuous improvement culture across the team (i.e. so that team members are encouraged and empowered to identify and seize opportunities to enhance business performance).</p> <p>Encourages innovation across the team (i.e. implements innovative solutions across the team).</p>

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Tātai Pou	Developing	<p>Demonstration of Tātai Pou competencies at least a Developing level:</p> <ul style="list-style-type: none"> • Pou Hono – Valuing Māori • Pou Mana – Knowledge of Māori content • Pou Kipa – Achieving equitable and excellent education outcomes for Māori
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Key working relationships

Internal	Type of relationship
Project Leads and Managers in Learning Support	Key support and advice to Project Leads and Managers and direct reports
Managers across Sector Enablement and Support and the wider Ministry, particularly in Early Learning Student Achievement, Parents information and Community Intelligence	Collaboration and providing project and implementation support Build and maintain effective working relationships
Programme Manager Strategy and Implementation	Key support and assistance to Programme Manager and project teams
PIA and Programme Management and change community	Build and maintain effective working relationships

External	Type of relationship
Government agencies	Liaising and building effective working relationships
Government officials including the office of the Minister of Education and their Associate Ministers	Liaising and building effective working relationships

Technical and specialist capabilities

Qualifications	
Desired	<ul style="list-style-type: none"> • Qualification in Project Management or Project Coordination (PRINCE2 or PMI or CPM Foundation or Practitioner)
Expertise, Knowledge and skills	<ul style="list-style-type: none"> • Previous experience providing co-ordination support in a project or programme environment (essential) • Proficient with Microsoft Word, Excel, PowerPoint, Outlook, and Visio • Familiarity with Microsoft Project or similar project management software is desirable

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	<ul style="list-style-type: none"> • Project management knowledge through formal training and/or experience is desirable • Co-ordinate smooth functioning of Steering Group/Project Board and other meetings, take accurate minutes, set agendas, etc. • Utilise document management practices • Organise/set-up travel, venues, materials and equipment acquisitions, diary management • Use or quickly learn to use the organisation’s technology, methodologies, tools and templates • Ensure the adherence of others to Ministry project/programme management processes • Source and provide advice to Project/Programme Managers and team members on project management best practice within organisational compliance • Assist Project/Programme Managers to maintain documentation such as risk and issue registers, change control registers, schedules, plans, etc. • Use project scheduling software to assist Project/Programme Managers to build and maintain schedules with interdependencies and resources • Co-ordinate monthly (and other) reporting, including collating and integrating project reports for analysis • Monitor costs and process invoices for payment • Develop ability to confidently and competently forward plan • Work with others to co-ordinate and consolidate reporting including financial reporting • Assist Project/Programme Managers to undertake reporting and quality reviews
<p>Personal attributes</p>	<ul style="list-style-type: none"> • Resilience to deal with pressure in a mature way • Uses positive attitude to ensure work progresses appropriately with all involved • Judgement – commits to an action after developing alternative courses of action that are based on logical assumptions and factual information and that takes into account resources, constraints and organisational values • Initiative – proactively looks for new and innovative ways of approaching situations and solving problems. Is accountable for achieving required outcomes • Integrity – maintains and promotes social, ethical and organisational norms in internal and external business activities

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Financial Delegation	Nil
People Delegation	Nil
Health, Safety and Wellbeing	<p>I am responsible for:</p> <ul style="list-style-type: none"> • My own health and safety and that of my colleagues. • Reporting of all incidents and near misses.
This position has the following specific requirements	<ul style="list-style-type: none"> • Non-core worker police vetting • Conflict of interest

Working conditions

Physical environment	Open plan office
Travel requirements	Occasional travel in New Zealand may be required

Office use	
Approved by	
Date reviewed & approved	