

# Job Description

## Job details

<b>Job Description #</b>	2358
<b>Title</b>	Project Coordinator, Te Reo Māori
<b>Business Group</b>	Early Learning and Student Achievement
<b>Salary band</b>	A6
<b>Location</b> <i>Home base, city, region</i>	Wellington
<b>Reports to</b> <i>Role title of reporting manager</i>	Programme Manager, Te Reo Māori
<b>Direct reports</b> <i>Number of direct reports</i>	Nil

## Organisation Context

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

## Job Context

<b>Job Purpose</b> <i>Summary of the overall objective of the position,</i>	The Project Coordinator - Te Reo Māori provides support and expertise to ensure fit for purpose project and programme practices, standards,
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*i.e. why it exists, what it contributes to or is expected to accomplish.*

processes and systems are applied across the Te Reo Māori work programme, to achieve desired outputs, outcomes and benefits.

## Accountabilities

Key accountabilities	Key activities
<i>What are the key accountabilities of the role? e.g. People capability policy, agreement and strategy implementation</i>	<i>Example activities: Provide leadership and direction for an engaged high performing, capable and customer focused workforce. Provide the groups and managers with sound, relevant, accurate and timely policy advice.</i>
Planning, Monitoring, Tracking and Reporting	<ul style="list-style-type: none"> <li>• Embed, monitor and improve best practice project management processes, systems, practices and standards across the Group</li> <li>• Support Project Managers to develop and manage project plans and related artefacts including reporting, registers etc</li> <li>• Develop work programme artefacts to support the sharing of timely, consistent and accurate information across the leadership team</li> <li>• Monitor and report on service and supplier contracts across the Group's work programme and ensure escalation where risks and issues are observed</li> <li>• Manage and update work programme registers, including but not limited to risks, issues, lessons learned, change control</li> <li>• Provide technical advice, guidance and expertise on best project management practice across the full project lifecycle</li> <li>• Provide secretariat support to programme governance meetings, including preparing programme documentation, status and progress reports.</li> </ul>
Financial Support	<ul style="list-style-type: none"> <li>• Review monthly financial expenditure reports.</li> <li>• Assist with tracking programme/project expenditure and milestones</li> <li>• Support the development of funding requests.</li> </ul>
Administrative Project Support	<ul style="list-style-type: none"> <li>• Provide advice and support to Project leads from project initiation to completion, including assisting them in organising and controlling project activities to ensure the project is delivered in accordance with best practice and Ministry process and documentation requirements.</li> <li>• Prepare and distribute papers for programme governance meetings</li> <li>• Ensure consistency across project and programme filing structures in accordance with any policy documents</li> <li>• Establish and maintain systems for collection, storage and retrieval of programme and project related documentation.</li> </ul>
Relationships and Collaboration	<ul style="list-style-type: none"> <li>• Build strong relationships with the Te Uepū Reo Māori leadership team to ensure the work programme is managed, monitored, evaluated and reported appropriately</li> <li>• Build strong relationships with senior managers and project leads to ensure projects are consistently and effectively planned and delivered</li> <li>• Build trust and confidence across the Group in the processes, systems and standards to effectively deliver projects and the overall work programme</li> </ul>

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	<ul style="list-style-type: none"> <li>Build strong relationships across ELSA and other business groups that enhance the delivery of the work programme</li> <li>Develop and maintain robust relationships with contracted providers</li> </ul>
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## 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
<i>Example: Leadership Skills</i>	<i>Example: 2</i>	<i>Example: Actively encourages and supports and recognises contributions from others; Ensures development opportunities exist and are available to all; Identifies with group and shows greater concern for the success of the team rather than solely with own business/department personal success; Works effectively with others.</i>
Leading with influence	1	<ul style="list-style-type: none"> <li>Persuades others (i.e. asks questions to understand others' concerns; and presents a clear and convincing rationale for ideas).</li> <li>Communicates clearly (i.e. tailors messages so that they are clear, succinct, and resonate with their different audiences).</li> </ul>
Leading at the political interface	1	<ul style="list-style-type: none"> <li>Shows political awareness (i.e. displays an understanding of the essentials of how the government and public-sector work; and ensures that written documentation and verbal presentations reflect relevant political sensitivities).</li> </ul>
Managing work priorities	2	<ul style="list-style-type: none"> <li>Manages and delivers on work priorities (i.e. uses sound work management practices to organise their work priorities, so that they deliver on work commitments)</li> <li>Purposeful about where they invest their time (i.e. takes a deliberate work management approach which strikes an effective balance between proactive and responsive work activities).</li> </ul>
Enhancing system performance	1	<ul style="list-style-type: none"> <li>Builds internal relationships (i.e. contributes to their team [of peers], works collaboratively with others across the organisation, and takes an organisation-wide view).</li> <li>Builds external relationships (i.e. interacts effectively with customers and other external stakeholders)</li> </ul>
Tātai Pou	Consolidating	Demonstration of Tātai Pou competencies: <ul style="list-style-type: none"> <li>Pou Hono – Valuing Māori</li> <li>Pou Mana – Knowledge of Māori content</li> <li>Pou Kipa – Achieving equitable education outcomes for Māori</li> </ul>

## Key working relationships

Internal	Type of relationship
<i>Example: Staff at all levels within the organisation including Senior Managers and Team Leaders</i>	<i>Technical expert, advisor</i>

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Te Reo Māori Group	Strong working relationship
Early Learning and Student Achievement (ELSA) including Office of Deputy Secretary (ODS)	Strong working relationship
Te Ao Māori Group and Māori Education Policy Teams	Strong working relationship

External	Type of relationship
<i>Relevant forums and communities of practice</i> <i>Other government agencies</i>	
External suppliers and providers of services to the Ministry	Liaise and work closely

## Technical and specialist capabilities

<b>Essential</b>	<p>Experience and expertise:</p> <ul style="list-style-type: none"> <li>working in a project or programme team, managing or supporting projects with multiple workstreams and competing pressures</li> <li>using project management methodologies, techniques, documentation and standards to deliver high quality outputs and outcomes</li> <li>identifying and organising what matters, prioritising, anticipating next steps, accurately delivering what is commissioned</li> <li>competency using Microsoft suite of products including Word, Excel, PowerPoint and Visio.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Te Reo Māori fluency or exposure</li> <li>Qualifications in project and programme management e.g. CAPM, PRINCE2, PMP, Agile Project Management</li> <li>Experience in administration of contracts, invoices, filing, meetings, minute taking, and reporting.</li> <li>Experience working within the public sector and understanding of the political environment and how related issues should be managed to ensure projects and the work programme are effectively delivered</li> <li>An understanding of <ul style="list-style-type: none"> <li>The principles of the Treaty of Waitangi and their implications across the education sector</li> <li>The significance of identity, language and culture</li> </ul> </li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Drive and results focussed – someone who sets goals and achieves them</li> <li>Self-managing, enthusiastic and diligent</li> <li>Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit for-purpose decisions</li> </ul>

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	<ul style="list-style-type: none"> <li>Has breadth and / or depth of experience which makes them a 'go-to' person for quality project and programme related advice and support</li> <li>Ability to operate in an constantly-changing environment</li> <li>Establish and maintain effective relationships with colleagues and other teams and gain their trust and respect</li> <li>Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people</li> </ul>
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<b>Financial Delegation</b> <i>Tier</i>	Nil
<b>People Delegation</b> <i>Tier</i>	Nil
<b>Health, Safety and Wellbeing</b>	<p>I am responsible for:</p> <ul style="list-style-type: none"> <li>My own health and safety and that of my colleagues.</li> </ul> <p>Reporting of all incidents and near misses.</p>
<b>This position has the following specific requirements</b> <i>(Core/ Non-Core/ Other e.g. Police Vetting Conflict of interest, Credit Check, NZSIS)</i>	"Other" Police Vetting

## Working conditions

<b>Physical environment</b> <i>E.g. Open plan office environment</i>	<p>Open plan office environment</p> <p>Flexible working space</p>
<b>Travel requirements</b> <i>E.g. Is travelling required? Estimate of percentage of time spent travelling</i>	Nil

Office use	
<b>Approved by</b>	Kate Stone – Senior Advisor, People Capability
<b>Date reviewed &amp; approved</b>	25 July 2019