

POSITION DESCRIPTION

Job Title:	Project Coordinator
Team:	Programme & Projects
Responsible To:	Senior Project Manager
Hours of Work:	40 hours per week
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> To provide day-to-day project coordination support, including all aspects of facilitating a project including tasks such as scheduling meetings, minutes, developing presentations, record-keeping, budget administration, scheduling, analysis and forecasting financial performance. <input type="checkbox"/> Assist in the delivery of delegated projects across the Council departments, including ad hoc assistance with planning, troubleshooting, workshops, etc. <input type="checkbox"/> Provide advice to the Senior Project Manager and Executive Leadership Team on relevant group work programmes and projects. <input type="checkbox"/> Ensure regular and accurate project progress reports are prepared to monitor performance and improve management processes. <input type="checkbox"/> Demonstrate engagement and development of Council's project management methodology, ensuring effective communication, mentoring, and coaching across Council.
Date:	April 2021

Council Values

Excellence:	Exceed Expectations / Follow-up / Continuous Improvement
Professionalism:	Polished appearance / Knowledgeable / Respect others / Represent TDC positively
People First:	Acknowledgement of achievements / Empathise / Listen
Trust:	Meeting commitments / Honest and direct / Supportive and loyal

Key Relationships

Relationships must be developed and maintained in such a way to bring about a positive and respectful response from those whom the team member liaises with.

<p>External</p> <ul style="list-style-type: none"> General Public Local Iwi Media Local community groups Government agencies Other local and regional authorities Other Government Departments 	<p>Internal</p> <ul style="list-style-type: none"> Mayor and Councillors Chief Executive Officer Executive Leadership Team Project Management Office All Council Employees
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Key Result Areas

PURPOSE OF THE JOB

The key responsibilities for the role are:

- To provide day-to-day project coordination support, including all aspects of facilitating a project including tasks such as scheduling meetings, taking minutes, developing presentations, record-keeping, budget administration, scheduling, analysis and forecasting financial performance.
- Assist in the delivery of delegated projects across the Council departments, including ad hoc assistance with planning, troubleshooting, workshops, etc.
- Support the Programmes and Projects team to ensure Council's procurement strategy and processes are adhered to for all projects.
- Provide advice to the Senior Project Manager and Executive Leadership Team on relevant group work programmes and projects.
- Ensure regular and accurate project progress reports are prepared to monitor performance and improve management processes.
- Demonstrate engagement and development of Council's project management methodology, ensuring effective communication, mentoring, and coaching across Council.
- Be part of a successful team by maintaining a shared vision, sound decision making, open and honest communication, professional integrity, personal responsibility, a coordinated approach, continual improvement and robust processes.

Key Accountabilities	You are successful when
1. Relationship Development, Communication & Consultation	
<ul style="list-style-type: none"> ❑ Provide advice to the Senior Project Manager and staff on relevant work programmes to ensure delivery of Council's projects. ❑ Actively building working relationships within Council, cognisant of inter-dependencies that would impact the project. 	<ul style="list-style-type: none"> ▪ Liaise with Council staff and external contractors to ensure linkages are made and delegated projects are undertaken efficiently and to a satisfactory standard.
2. Project Management	
<ul style="list-style-type: none"> ❑ Proactively monitoring overall progress of progress and highlighting issues to relevant management staff. ❑ Assist Programme & Projects team in ensuring quality assurance and overall integrity of Council projects is maintained. ❑ Preparing and maintaining associated project documentation in line with council's project management framework. ❑ Ad hoc assistance with project planning, troubleshooting, workshops, etc. ❑ Work with the Senior Project Manager to monitor project risk, including analysis and 	<ul style="list-style-type: none"> ▪ Project planning documentation is precise with no ambiguity, well aligned with strategic Council plans and approved by governance. ▪ Identify performance and workload issues. ▪ Appropriate and timely escalation of issues and risks is executed, relevant reporting is completed. ▪ Process variations to projects in consultation with the Managers. ▪ Effective and collaborative relationships built within the Budget vs. actual expenditure cash flow are reported on in a timely manner with any variances identified and escalated as necessary. ▪ Invoices and accruals are processed promptly with appropriate sign offs.

Key Accountabilities	You are successful when
assessment of risks and assist in the regular identification of new risks.	
<ul style="list-style-type: none"> ❑ Regular liaison with Senior Project Manager and staff within the wider project team to ensure work is neither overlooked nor duplicated. ❑ Assist Programme & Projects team in managing the communications with all stakeholders. ❑ Actively managing the project's budget with regular monitoring of costs against delivered and realised benefits as the project progresses. ❑ Regular reporting of project progress using status/progress reporting, exception and highlight reports and stage assessments. 	<ul style="list-style-type: none"> ▪ Meaningful project reports and information is available to key staff and stakeholders. ▪ Project reporting deadlines are consistently met, and any issues resolved or escalated as appropriate.
3. Procurement	
<ul style="list-style-type: none"> ❑ Assist in the development and implementation of the Procurement Strategy. ❑ Ensure all consultancy, physical works and supply of good and services procurements are advertised and evaluated in accordance with Council's policy and procedures. 	<ul style="list-style-type: none"> ▪ Timely support provided. ▪ Procurement processes are compliant with Council's Procurement Strategy.
4. Health & Safety	
<ul style="list-style-type: none"> ❑ Adhere to Council health and safety policies and procedures, and any amendments that are introduced from time to time. ❑ Take all practicable steps to ensure your own and other's health and safety in the workplace. ❑ Undertaking and managing site audit inspections focusing on H&S and environmental hazards. ❑ Help new employees, trainees and visitors to the workplace understand health and safety practices and why they exist. ❑ Participate in relevant emergency response training and duties as performed by the Health and Safety Committee. 	<ul style="list-style-type: none"> ▪ The jobholder follows and adheres to Council's Health and Safety Policies and completes all related reports and actions arising from the process. ▪ Does not undertake actions or neglect to undertake actions that result in harm or injury to self or others. ▪ Ongoing legislative and regulatory compliance is achieved. ▪ Can effectively articulate Council's H&S Policy, respond to requests for clarification, and ensure other employees; visitors; contractors; sub-contractors; representatives; and agents are familiar with H&S requirements and procedures. ▪ Take an active role in H&S training as and when required.
5. Organisational Responsibilities	
<ul style="list-style-type: none"> ▪ Acting as an ambassador for our Council, going above and beyond to provide a helpful and supportive service at all times. 	<ul style="list-style-type: none"> ▪ You are regarded as approachable and friendly. ▪ You stop to listen, learn and understand when assisting customers or staff. ▪ Customers and staff recognise they have received the level of support and service you can provide.

Key Accountabilities	You are successful when
	<ul style="list-style-type: none"> ▪ You take the initiative to improve work practices for the best possible outcome. ▪ You uphold and promote Council values and policies. ▪ Council confidentiality practices are upheld. ▪ Positive behaviour is demonstrated.
<ul style="list-style-type: none"> ▪ Attending training as required to maintain the necessary skills to fulfil the requirements of the position. 	<ul style="list-style-type: none"> ▪ Council responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.
<ul style="list-style-type: none"> ▪ Undertaking Performance Development tasks/responsibilities in terms of Council's system. 	<ul style="list-style-type: none"> ▪ Contribution to projects and Council initiatives: <ul style="list-style-type: none"> - is effective and valued - is approached in a positive and helpful manner/attitude
<ul style="list-style-type: none"> ▪ Demonstrating a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015. 	<ul style="list-style-type: none"> ▪ The employee complies with all directions and instructions from the Employer regarding health and safety and shall also take all reasonable steps to ensure that in the performance of their employment they do not undermine their own health and safety or the health and safety of others. Administration requirements are completed timely and accurately as specified, actions and site record keeping are in compliance with the Health and Safety in Work Act 2015.
<ul style="list-style-type: none"> ▪ Participating in and undertaking emergency management duties as required 	<ul style="list-style-type: none"> ▪ After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management in the event of an emergency.
<ul style="list-style-type: none"> ▪ Participating and contributing to Council projects and inter-departmental initiatives as requested/agreed 	<ul style="list-style-type: none"> ▪ Proactive commitment to providing administration/support to all staff as required.
<ul style="list-style-type: none"> ▪ Maintaining Council property and equipment and ensuring knowledge of correct use of equipment is up to date 	<ul style="list-style-type: none"> ▪ Plant and equipment is maintained in good working order.
<ul style="list-style-type: none"> ▪ Fulfilling administration – reporting requirements (e.g. timesheets, vouchers, reporting 	<ul style="list-style-type: none"> ▪ Administration support is completed both timely and accurately specified.
<ul style="list-style-type: none"> ▪ Ensure all Council documents are filed in Council's online Records Management System, TRIM/CM9. <ul style="list-style-type: none"> - Physical documents - Electronic documents 	<ul style="list-style-type: none"> ▪ Ensure all Council documents are:- <ul style="list-style-type: none"> - Scanned if not already electronic. - Named per the guidelines set out by the Records & Information Manager. - Saved & stored in Council's Records Management System – TRIM/CM9.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Job Specific Competencies	General Competencies
<ul style="list-style-type: none"> ▪ Strong time management skills and ability to manage a high workload ▪ High level of communication and relationship management skills ▪ Sound judgement in decision making ▪ Knowledge and experience of business administration and financial management systems ▪ Awareness and appreciation of potential impacts of legislation pertaining to local government ▪ Minimum of two years' experience. 	<ul style="list-style-type: none"> ▪ Leadership qualities – Acts professionally; self-starter; risk assessor; good listener ▪ Judgement – Considers long-term impacts of decisions ▪ Job holder demonstrates strong customer service ethic ▪ Collaboration – Council, local Iwi and community groups work together in achieving common goals for the benefit of the community ▪ Continuous improvement – Supports positive change; actively promotes personal improvement ▪ Relationships – Establishes and maintains solid working relationships with colleagues and stakeholders.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	Excellent interpersonal skills
Advanced level	Computer literacy, including spreadsheets, databases and word processing programmes. Planning and scheduling skills Problem solving skills Financial and budget management skills.
Working Knowledge	Project Management frameworks, systems and practices Understand the legislative environment for delivering local authority infrastructure projects
Awareness	Community awareness Local government Treaty of Waitangi

Personal Attributes

- Be effective in developing and nurturing professional relationships.
- The ability to oversee and manage the delivery of multiple work areas at the same time.
- Have a tolerance for ambiguity and change, and a willingness to embrace it.
- Show mental agility and the ability to think laterally.
- Demonstrate a sense of humour and not take oneself too seriously.

- Communicate information, share knowledge and expertise with others in a way that increases understanding of issues and builds positive relationships with groups.
- Be responsible for own decisions and actions.
- Possess an ability to work independently and within group environments.
- Be self-motivated and conduct oneself with drive and initiative.
- A high level of commitment to health and safety in all respects of the infrastructure networks.
- Be exemplary in planning, organising, communicating, and managing workloads and resources to achieve position requirements and meet deadlines.
- Possesses a willingness to pursue continued improvement.
- Be a positive, proactive and valued member of the Programme and Projects Team.
- Be genuinely committed to providing a high level of customer service.
- Have a well presented and professional image with an ability to maintain professionalism in a public environment.

Changes to Position Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Employee Name

Date

Approved:

Date