



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Programme Coordinator

Transformation, Archives New Zealand, Information and Knowledge Services

The Programme Coordinator is responsible for the administration of the 2057 Transformation Programme of work within Archives New Zealand. The Programme Coordinator uses their administrative management skills to provide coordination, support and assistance to ensure the programme of work remains on track and to budget, and that all programme resources are aligned to deliver to the programme's overall vision and objectives.

- **Reporting to:** Director Transformation
- **Location:** Wellington
- **Salary range:** Business Support band F

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.



Te Tari Taiwhenua
Internal Affairs

What you will do to contribute	As a result we will see
<p>Programme administration</p> <ul style="list-style-type: none"> • Regularly assess the progress of projects and assist Programme Manager with ensuring effective progress by providing useful and effective feedback • Oversee the completion, maintenance and update of project plans, ensuring tracking of key activities, milestones and achievements and noting variances and their impacts • Maintain RAID (Risk, Assumptions, Issues and Dependencies) logs and undertake maintenance of risks and issues • Maintain action plans, milestone and change registers identifying variances and providing feedback on variances • Assist Programme Manager with resource management and resource planning • Prepare papers on programme progress for governance groups • Assist Programme Manager with programme status reporting, collecting and analysing information • Maintain knowledge of business procedures and operating environment 	<ul style="list-style-type: none"> • Programme plan is kept up to date • Risks and issues are raised and effectively managed • Governance groups are appropriately informed of key activities • Programme resources are appropriately aligned to programme deliverables • Programme is successfully delivered to its objectives and wider strategic outcomes • Status reports are produced in timely manner and meet the information needs of stakeholders
<p>Finance</p> <ul style="list-style-type: none"> • Support Director in managing their financial responsibilities • Gain approval of invoices related to the project • Produce and manage spreadsheets to assist in managing and reporting finances • Balance spreadsheets to the General Ledger monthly • Ensure items have arrived and invoicing is correct before certifying for payment 	<ul style="list-style-type: none"> • Risks and issues in relation to programme budget and expenditure are raised and managed effectively • The programme meets all its Departmental processes and policies for financial management

<p>General administration</p> <ul style="list-style-type: none"> • Manage meetings set up, including arranging venues and ensuring people are informed • Assist Director with calendar management • Prepare papers for meetings in an accurate and in timely fashion • Oversee the delivery of internal and external events, including for governance groups and stakeholders • Assist the team with other initiatives as and when required, e.g. use case workshops, collaboration forums etc • Prepare and manage communications 	<ul style="list-style-type: none"> • Programme activities and projects are well supported and positioned to deliver • Programme staff report a high level of satisfaction with administrative support • Stakeholders are well informed • Events, including governance group meetings, run smoothly with any issues arising dealt with quickly
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<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work • All requirements of DIA's Health and Safety policy and procedures are met
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Who you will work with to get the job done		Advice	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	Director Transformation	✓	✓	✓	✓		✓
	Programme Manager	✓	✓	✓	✓		✓
Internal	Operational Development Manager, team leaders, project managers and leads within the scope of the Transformation	✓	✓	✓	✓		✓
	Other managers and staff in teams across	✓	✓	✓	✓		✓
	Programme governance groups	✓	✓	✓	✓		✓
	DIA corporate centre (finance, HR etc)	✓	✓	✓	✓		✓
External	Vendors and suppliers	✓			✓		

Your success profile for this role	What you will bring specifically
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At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Valued Contributor.

Keys to Success:

- Customer focus
- Continuous improvement
- Teamwork and peer relationships
- Action oriented
- Self-development and learning
- Functional and technical skills

Experience:

- Experience in administrative management in a project environment
- Practical experience in change coordination (reporting, steering group preparation, document management, etc.).
- Experience in schedule management across projects and programmes. This includes: methods to create and maintain schedules: coordination of teams to create the schedule; awareness of dependencies etc.
- Experience in managing the project / programme finance and budgeting.
- Experience in assisting Managers with stakeholder management

Knowledge:

- A good understanding of programme and project management frameworks, processes and methodologies
- Prince2, MSP or equivalent is desirable

Skills:

- Problem solving skills and a 'can-do' attitude
 - Good communication skills, both written and verbal
 - Strong stakeholder management skills – able to build and maintain effective working relationships
 - Excellent organisational and administrative skills
 - Detailed focused with the ability to anticipate risks and the consequences of decisions and commitments
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