# Project Coordinator

## Technology Services & Solutions (TSS), Organisational Capability and Services Branch (OCS)

The purpose of the Project Coordinator is to provide support and assistance on a specific project/programme that will improve the project’s delivery. This includes assisting in the preparation and creation of all documentation as requested by the Project/Programme Manager.

* Reporting to: Team Leader Projects

Location: Wellington

* Salary range: Information Technology 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

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| This is an icon for our three principles, 'We make it easy, we make it work,' 'We're stronger together,' and 'We take pride in what we do.' | 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.

| What you will do to contribute | As a result we will see |
| --- | --- |
| **Project Tracking/Liaison** * Regularly assess the progress of projects and assist project managers 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
* Review projects and provide project review reports
* Create, manage and update project schedules
* Maintain RAID (Risk, Assumptions, Issues and Dependencies) logs and undertake maintenance of risks and issues
 | * Correct and up to date project artefacts that are filed and stored in an efficient manner. This includes SDLC and Project Tool kit artefacts
* Up to date project schedules and resource plans
* All project risk and issues correctly entered into necessary tools and managed accordingly.
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| **Communications*** Establish and maintain effective networks across Technology Services and Solutions in order to enhance programme and project efficiency
* Prepare and distribute formal communications as required
* Maintain knowledge of business procedures and operating environment
 | * Strong stakeholder engagement and understanding of project roles and responsibilities
* On time delivery of all necessary project documentation
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| **Research and Analysis*** Collect, summarise and analyse information
 | * All necessary information available for review and distribution
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| **Reporting*** Produce reports as required
* Ensure reports are analysed and feedback provided on variances, etc.
* Maintain the resource plan, risk register and change register, ensuring any action plans are followed up and resolved
 | * Up to date resource plans which have been confirmed and circulated with the necessary resource mangers
* All project reports will be delivered on time to the necessary stakeholders and business owners
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| **Maintain and improve work standards*** Document and implement any new workflow processes and procedures related to the project that optimise resources, create efficiencies, reduce risks and/or improve quality.
* Administer the quality review process
* Administer project change control
 | * All documents and workflows follow the correct processes and procedures
* All documents are up to date with correct classifications and correct version control
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| **Finance*** Gain approval of invoices that are related to the project
* Produce and manage spreadsheets to assist in managing and reporting finances
* Balance spreadsheets to the General Ledger monthly
* Support and assist project managers in managing their financial responsibilities
* Ensure items have arrived and invoicing is correct before certifying for payment
 | * Adherence to correct project accounting practices and standards including, accurate forecasting, project accruals and spend
* Adherence to invoicing and goods receipting process
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| **General Administration*** Manage meetings set up, including arranging venues and ensuring people are informed
* Prepare papers for meetings in an accurate and in timely fashion
* Accurately record minutes and action points of projects
 | * All meetings and necessary paper work are managed and delivered on time
* Papers are distributed in a timely manner
* Clear and concise minutes of all project meetings are recorded and distributed accordingly
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| **Health and safety (for self)*** 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
 | * A safe and healthy workplace for all people using our sites as a place of work.
* Health and safety guidelines are followed
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|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
|  | Team Leader, Projects |  |  |  |  |  |  |
| Internal | Projects Leadership Team |  | ✓ |  | ✓ |  | ✓ |
| Programme/Project Managers and Project team members | ✓ | ✓ |  | ✓ |  | ✓ |
| Project/Programme Owners/Sponsors | ✓ |  |  | ✓ |  | ✓ |
| Project/Programme Steering Committees |  |  |  | ✓ |  |  |
| TSS Managers and staff | ✓ | ✓ |  | ✓ |  |  |
| Enterprise Portfolio Management Office |  | ✓ |  | ✓ |  |  |
| External | Vendors/Suppliers | ✓ |  |  | ✓ |  |  |

| Your delegations  |
| --- |
| Human Resources and financial delegations | Level Z |
| Direct reports | None |

| Your success profile for this role | What you will bring specifically |
| --- | --- |
| 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](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Valued_Contributor_v7/%24file/DIA_Profile_Valued_Contributor_v7.pdf).**Keys to Success:*** Customer Focus
* Continuous improvement
* Teamwork and peer relationships
* Action oriented
* Self-development and learning
* Functional and technical skills
 | **Experience:** * Practical experience in project 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 the project/programme managers with stakeholder management across the organisation and external stakeholders – from vendors to the public.
* Experience in creating various project documents and artefacts - SDLC or project methodology related.
* Experience of SDLC principles and practice is desirable

**Knowledge:*** Knowledge of and ability to use computer applications effectively for a wide variety of tasks; proficiency with MS Project, Excel, Word, and e-mail
* Knowledge and experience of risk and issue management

**Skills:*** Excellent administration & organisational skills: the ability to plan, manage and follow through, to ensure the best workflow. Assist with the completion of activities that deliver the results on time.
* Is detailed focused with the ability to anticipate risks and the consequences of decisions and commitments
* Strong stakeholder management skills – able to build and maintain effective working relationships
* Sound communication skills – both oral and written – able to produce clear, concise and fit-for-purpose project documentation

**Other requirements:*** Prince2 foundation or equivalent is desirable
* Exposure to PSoda – project management tool
* Microsoft Project
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