



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

System Strategy & Initiatives, Digital Public Service Branch

The Programme Coordinator uses their administrative management skills to monitor and maintain the team's plans and programme of work to ensure it remains on track. The Programme Coordinator also assists with tracking capability and resource allocations, and coordinates arrangements for recruitment of the permanent and contingent workforce.

- **Reporting to:** Manager Capability
- **Location:** Wellington
- **Salary range:** IT 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. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. 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>Recruitment and Team Resourcing</p> <ul style="list-style-type: none"> • Maintain awareness of current and future initiatives and requirements for the team and assist with tracking resourcing allocation and capacity levels. • Coordinate recruitment and procurement processes, ensuring DIA's requirements are met • Liaise with vendors and providers as needed e.g. recruitment providers, consulting firms etc. • Maintain the team's information base on its "capability pool" 	<ul style="list-style-type: none"> • Team resource allocations are tracked and monitored • Recruitment and procurement practices meet DIA requirements • Capability pool information base is current
<p>Programme Monitoring and Support</p> <ul style="list-style-type: none"> • Coordinate and maintain the work programme, calendars and schedules, ensuring tracking of key activities, milestones and achievements • Assist the Programme Delivery Manager to document and follow up on important actions and decisions. • Regularly monitor the progress of the Programme, identify variances and provide feedback on their impacts • Produce reports, and assist with project status reporting and the coordination of information for reports • Prepare papers on programme progress for governance groups • Ensure programme documentation is managed in line with DIA's information management requirements • Prepare and distribute communications as required • Liaise and coordinate with stakeholders across DIA (e.g. secretariat, planning functions) and externally as required. 	<ul style="list-style-type: none"> • Provision of effective, timely and proactive support • Proactive communication re progress and milestones • Programme resources are appropriately aligned to programme deliverables • Reports are produced in timely manner and meet the information needs of stakeholders • Effective and timely analysis of variances and impacts • Documentation standards meet internal requirements
<p>Administrative Support</p> <ul style="list-style-type: none"> • Manage meeting set up, including arrange venues and ensuring people are informed • Assist with preparation of papers for meetings • Assist the team with other initiatives and events as and when required, e.g. assisting with workshops and collaboration forums etc. • Provide assistance, support and cover for the Group Administrator and Personal Assistant to the General Manager as required. 	<ul style="list-style-type: none"> • Programme activities are well supported and positioned to deliver • The team report a high level of satisfaction with administrative support • Stakeholders are well informed

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<p>Financial Administration</p> <ul style="list-style-type: none"> Support the Programme Delivery Manager and Capability Manager in managing their financial responsibilities Develop and maintain spreadsheets to assist in managing and reporting finances Raise purchase order requests, and receipt when goods have been received Process all invoices (checking invoices, coding and arranging for appropriate sign-off) and forward invoices to Finance within agreed timeframes Prepare financial returns and reports as required Reconcile P-Card Complete the monthly accruals Balance spreadsheets to the General Ledger monthly 	<ul style="list-style-type: none"> Payments are processed according to Departmental process, delegations and policy Invoices are received by Finance within agreed timeframes and suppliers are paid on time Seen by the team as the SME in this area
<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. Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Managers and staff across the Group	✓	✓		✓		
	Programme Delivery Manager		✓		✓		✓
	Manager Capability		✓		✓		✓
	Other Branch colleagues, including those in planning, secretariat, reporting and governance roles		✓		✓		
	DIA corporate centre (e.g. Finance, HR)		✓		✓		
External	None						

Your delegations

Human Resources and financial delegations	Level Z
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Your success profile for this role	What you will bring specifically
<p>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.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Customer Focus 	<p>Experience:</p> <ul style="list-style-type: none"> Experience in administrative management in a project environment Experience in planning or schedule management e.g. methods to create and maintain schedules, coordination of teams to

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none">• Continuous improvement• Teamwork and peer relationships• Action oriented• Self-development and learning• Functional and technical skills	<p>create the schedule; awareness of dependencies etc.</p> <ul style="list-style-type: none">• Experience working in multi-disciplinary team is highly desirable <p>Knowledge:</p> <ul style="list-style-type: none">• A good understanding of project management frameworks, processes and methodologies• Knowledge of and ability to use computer applications effectively for a wide variety of tasks; proficiency with Excel, Word, and email.• Knowledge of financial administration processes• Knowledge of government procurement practice is highly desirable <p>Skills:</p> <ul style="list-style-type: none">• Excellent administration and organisational skills: the ability to plan, manage and follow through• Problem solving skills and a 'can-do' attitude• Sound communication skills (verbal and written); able to produce clear, concise and fit-for-purpose documentation.• Ability to adapt to changing environment and conflicting stakeholder needs• Strong attention to detail, with the ability to anticipate the consequences of decisions and commitments.