



Job description

Haere mai

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

Project Coordinator

System, Strategy and Initiatives Delivery Programme, Digital Public Services (DPS)

The Project Coordinator is responsible to support the efficient administration of the delivery programme within System, Strategy and Initiative. The Project Coordinator must be adept at multitasking as they will be required to manage various tasks including organising, record-keeping, tracking paperwork, managing information flows, as well as supporting the monitoring of progress and project scheduling.

- **Reporting to:** Programme Delivery Manager, System Strategy & Initiatives
- **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



Te Tari Taiwhenua
Internal Affairs

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.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

What you will do to contribute	As a result we will see
<p>Project administration</p> <ul style="list-style-type: none"> • Oversee the completion, maintenance and update of project plans, ensuring tracking of key activities, milestones and achievements and noting variances and their impacts • Assist Programme Delivery Manager with project resource management, including procurement & human resources processes, time sheeting, on-boarding of new team members and resource planning • Prepare papers on programme progress for governance groups • Assist Projects and Initiatives Specialist with project status reporting and maintenance of RAID (Risk, Assumptions, Issues and Dependencies) logs. 	<ul style="list-style-type: none"> • Programme schedule is kept up to date • Risks and issues are raised and effectively managed • Governance groups are appropriately supported • Programme resources are appropriately aligned to programme deliverables • Status reports are produced in timely manner and meet the information needs of stakeholders
<p>Finance</p> <ul style="list-style-type: none"> • Support Programme Delivery Manager in managing their financial responsibilities • Gain approval of invoices related to programmes • Produce and manage spreadsheets to assist in managing and reporting finances • 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 meeting logistics and set-up, including arranging venues and ensuring people are informed • Assist Programme Delivery Manager with calendar management • Prepare papers for meetings in an accurate and in timely fashion • Oversee the delivery of internal and external events, such as for governance groups and stakeholders • Assist the team with other initiatives as and when required, such as workshops 	<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 and calmly
<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

Who you will work with to get the job done		Advice	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Programme Delivery Manager	✓	✓	✓	✓		✓
	Project and Initiatives Specialist	✓	✓	✓	✓		✓
	Programme Delivery team	✓	✓	✓	✓		✓
	DIA corporate centre (finance, HR etc)	✓	✓		✓		
External	Corporate Centre agencies	✓	✓		✓		✓
	Public sector agencies	✓			✓		✓
	Governance and leadership groups	✓			✓		

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 • Continuous improvement • Teamwork and peer relationships • Action oriented • Self-development and learning • Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience in administrative management in a public sector agency • Experience in administrative management in a project environment • Experience in All-of-Government work programmes and initiatives (<i>ideal</i>) <p>Knowledge:</p> <ul style="list-style-type: none"> • Some understanding of project management frameworks, processes and methodologies • A good understanding of the machinery of government <p>Skills:</p> <ul style="list-style-type: none"> • Problem solving skills and a 'can-do' attitude • Good communication skills, both written and verbal • Ability to adapt to changing environment and conflicting stakeholder needs