



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, Te Ara Tahī PMO

Te Ara Tahī, Te Haumi – Enterprise Partnerships

About the branch

The Enterprise Partnerships branch (formally known as Information and Knowledge Services branch) governs, enables and supports Crown entities and functions to deliver high-quality services and system leadership responsibilities for the benefit of New Zealanders. The branch operates in the context of A Mātou Mahi and seeks to achieve the Department's five long-term outcomes through its enterprise partnership arrangements.

The formation of a partnership with an enterprise can be for several reasons, including:

- To enable the design and delivery of change/transformation
- To support access to the machinery of government
- To enable access to corporate services
- To take advantage of departmental scale and heft
- To access specialised departmental skills, knowledge and/or mandate

The length of time for a particular enterprise partnership may vary, from a few months to a number of years, depending upon the purpose of the partnership and the achievement of desired outcomes. During the tenure of the partnership, enterprises may be merged, scaled up, closed down or transitioned out depending upon the needs of New Zealanders, legislative settings or the wishes of the Government of the day.

The branch currently partners with the following enterprises:

- Ministerial Services
- Te Puna Matauranga o Aotearoa – The National Library of New Zealand
- Te Rua Mahara o te Kawanatanga o Aotearoa – Archives New Zealand
- The Gambling Commission

The form and design of the partnership is determined by the context, ambition and delivery requirements for each enterprise. This support can take a variety of forms including governance, assurance, customer insight, programme design and delivery, strategic finance (including Budget bid development), policy (including ministerial briefings and Cabinet papers), performance management and monitoring.

As the portfolio of enterprise partnerships changes, so will the capabilities of the branch. These capabilities might be based with the partnered enterprise or separate and shared across a number of partnered entities as needed.



About the role

The Programme Coordinator is responsible for providing consistent and dependable coordination services to ensure a high standard of professional support to Te Ara Tahī programme. This includes creating, maintaining, and continually assessing all Programme Management Office controls on specific projects/programme to ensure successful delivery. This includes assisting in the preparation and creation of all programme documentation as requested by the Director PMO.

- **Reporting to:** Director Programme Management Office (PMO)
 - **Location:** Wellington
 - **Salary range:** Corporate F
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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.

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 whitake 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 hāpori, 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>Programme Support</p> <ul style="list-style-type: none"> • Provide support to the Director PMO ensuring programme controls are established, communicated and followed by programme and project teams. These controls include risks and issue management, maintenance of decision and assumption registers, quality management and change control • Provide support to the Director PMO to ensure reporting across the programme is of a consistent and high standard • Manage the programme document repositories ensuring all key artefacts and project controls are stored and easily accessible • Provide support to the wider programme team as required with onboarding, induction and cessation of people within the programme • Maintain ad-hoc programme registers, ensuring any action plans are followed up and resolved • Support the Board Secretariat as required in the support of governance bodies including Programme Boards, Steering Committees and Advisory groups 	<ul style="list-style-type: none"> • Programme and project teams are well supported with the tools and systems needed to record programme controls • The quality and accuracy of programme controls improves over time • Programme documents are written to a consistently high standard • Correct and up-to-date programme artefacts are filed and stored in an efficient manner • Programme team is well supported with the tools and information needed to carry out their work • Programme makes consistent progress on actions • Governance bodies are well supported with the tools and information needed for their work
<p>Risk and Assurance Support</p> <ul style="list-style-type: none"> • Coordinate and provide support to the Director PMO to ensure all programme level risks and issues are kept upto date, producing reports where required and ensuring risk owners have easy access to information • Have a best practice understanding (from a Project and Programme Management perspective) of the management of risks and issues at a programme level • Become skilled in using the Department’s PMO software tool Psoda • Support assurance activities including the coordination of Gateway, Independent Quality Assurance and internal reviews • Follow through with reporting on the implementation of recommendations 	<ul style="list-style-type: none"> • Risk owners are well informed of risk status and actions • Programme controls and mitigations for Risks/Issues are appropriate and relevant • You will be able to run PMO reports when required and build simple dashboard views to extract required information. • Assurance activities are carried out in an efficient and timely manner • Assurance recommendations are documented and monitored

What you will do to contribute	As a result we will see
<p>Financial Support</p> <ul style="list-style-type: none"> • Support the Director PMO in maintaining programme data in the Department’s financial management software • Provide support to the Programme Finance Manager and Management Accountant as required • Provide support to the Programme Management Office team by establishing and maintaining purchase orders, invoice approvals, and expenditure records • Research information as needed to support Business Case writers with programme funding requests 	<ul style="list-style-type: none"> • Data in the Department’s financial managements software is correct and up to date • Adherence to DIA’s procurement policies and processes • Adherence to invoicing and goods receipting process • Vendors are paid in a timely manner
<p>Reporting</p> <ul style="list-style-type: none"> • Oversee the production of project and programme status reports, portfolio dashboards and IGC report-backs • Coordinate and manage the delivery of reporting for the programme • Review programme and projects reports to ensure quality and consistency of content. • Work with project delivery teams to improve efficiency and accuracy of reports 	<ul style="list-style-type: none"> • Delivery of efficient and customer-centred service that aligns to operating policies and practices and ensure Board members are receiving accurate information in a timely manner • Reporting is accurate and delivered on time • Reporting is appropriate for the different audiences and their requirements, while ensuring we maintain one source of truth for all messaging
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Ensure my own wellbeing, health and safety and take reasonable care not to adversely affect the health and safety of others • Co-operate with DIA’s health and safety policies and procedures (incl. emergency) • Report all near misses, hazards, unsafe behaviours and unsafe conditions 	<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 • All staff understand their roles and responsibilities in relation to wellbeing, health, safety and emergency management

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Director PMO	✓			✓		✓
	Te Ara Tahi Programme Office Team	✓	✓	✓	✓		✓
	Project Delivery Teams	✓	✓	✓	✓		
External	Enterprise Project Management Office (EPMO)	✓	✓	✓	✓		✓
	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
<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"> • Significant experience in Project/ Programme Coordination across a diverse range of projects/programmes and organisations • Practical experience in change coordination (reporting, steering group preparation, document management, etc.) • Experience in administrative management in a project environment including secretarial support • 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 <p>Knowledge:</p> <ul style="list-style-type: none"> • Good understanding of programme and project management risk and assurance activity • Knowledge of project methodologies/project lifecycle with experience working across a range of methodologies • Knowledge of and ability to use computer applications effectively for a wide variety of tasks; proficiency with Microsoft Product Suite, and e-mail

Your success profile for this role	What you will bring specifically
	<p>Skills:</p> <ul style="list-style-type: none">• Excellent relationship building skills with the ability to build trust and respect from key stakeholders• Excellent organisational skills with the ability to plan, manage and prioritise across competing demands• Strong communication skills – both oral and written – able to produce clear, concise and fit-for-purpose documentation• Sound analytical skills – able to identify patterns and trends, can then translate these into potential risks and consequences <p>Other requirements:</p> <ul style="list-style-type: none">• Prince2 foundation or equivalent is desirable