

DAIRYNZ Position Description

Project-Portfolio Coordinator

Position

Position Title: Project-Portfolio Coordinator	Reports to: Snr Portfolio Business Partner
Direct Report: Nil	Career Level: Team member
Budget: Nil	Revenue: Nil
Management Position: N/A	Delegated Authority: Nil

Purpose of DairyNZ

Our Purpose: *Progressing a positive future for New Zealand dairy farming.*

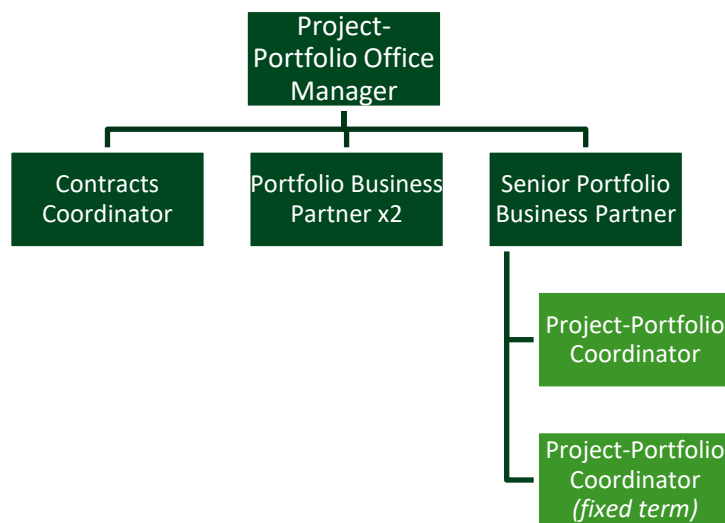
Our Vision: *To make the levy the best investment of every New Zealand dairy farmer.*

That’s why we exist for farmers, working along them and others to leverage our collective strength and create purposeful change.

Purpose of the position

The Project-Portfolio Coordinator is responsible for supporting a project, programme, and/or portfolio (P3) team in all areas of P3 activities. The role combines general administration with basic P3 management. The majority of the activities undertaken will be delegated by the P3 Manager, and working as a Coordinator provides opportunity to build familiarity with P3 tools and the P3 environment.

Team organisation chart



Key responsibilities

- Set up and maintain P3 files
- Collect actual data and update P3 plans
- Utilise data to help inform reporting by P3 Manager
- Record P3 costs/update financial systems
- Maintain risk and issue registers, and other appropriate registers
- Administer variation control
- Coordinate P3 meetings and workshops, and take minutes (if appropriate)
- Coordinate external governance, steering group and other contractual meetings and workshops, including event management functions (travel, catering, venue hire, and support itinerary development) (if appropriate)
- Support activities for the PPO, as delegated

Key position deliverables

Key deliverables of the role to be reflected in the Performance Agreement and Individual Performance Targets.

Key Performance Requirement:	Key Indicators:
<p>Support for Portfolio, Programme and Project</p>	<ul style="list-style-type: none"> • Establish and manage project, program, and portfolio (P3) documentation systems • Provide administrative support to P3 Sponsors and Managers, including scheduling of meetings, workshops and other events, drafting agendas and recording actions, decisions, key points and minutes (if required) • Coordinate P3 and reporting procedures and requirements to P3M teams and stakeholders • Compile and analyse data to create draft reports, visualisations, and presentations • Support the preparation and distribution of reports for stakeholders (internal and external) • Assist drafting and forecasting of budgets, including resource allocations • Engage the PPO and Finance for advice and support as required
<p>Progress monitoring and control</p>	<ul style="list-style-type: none"> • Collect information from P3 teams to monitor and review progress • Assess the integrity of data, identifying gaps and potentially inaccurate data, and work with P3 teams to improve the quality of data • Track and monitor financial performance • Identify and escalate risks and issues promptly and maintain a risk and issue log for all P3 activities.
<p>Key stakeholder relationship management</p>	<ul style="list-style-type: none"> • Develop and maintain credible, trusted relationships with stakeholders. • Serve as the primary liaison for governance and other committee communications.

Teamwork	<ul style="list-style-type: none"> • Build and sustain positive relationships with P3 and PPO team members and other DairyNZ staff and support services. • Respect and value others and be sensitive to their differing needs and values. • Play a full part in the P3 and PPO teams and help to achieve team goals. • Take the initiative when appropriate • Be responsive to changes in the P3 and PPO teams needs and expectations.
Communication and knowledge sharing	<ul style="list-style-type: none"> • Listen to, consider and respect diverse perspectives. • Deliver messages confidently and ensure clarity in both written and oral communication.
Planning and organisation	<ul style="list-style-type: none"> • Establish work goals and identify tasks to achieve objectives • Prioritise activities to use time effectively and stay focused under pressure • Modify activities to deal with changes in priority • Act promptly when confronted with a problem, escalating risks and issues
How we work	<ul style="list-style-type: none"> • Support and role model DairyNZ values and principles: Connected, Curiosity, Courage and Credibility. • Understand and adhere to company policies and guidelines. • Actively support and contribute to DairyNZ organisational culture of one team. • Actively support and encourage continuous improvement to drive our organisation forward. • Strive to provide a safe and healthy workplace • Role model industry safe working practices • Take appropriate action to ensure correction of any condition or practice, which may cause harm to yourself, others or the environment. • Actively promote DairyNZ Health, Safety & Wellbeing Policies and procedures. • Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management. • Comply with legislative requirements and relevant standard

Key relationships

Internal	External
<i>Portfolio Business Partners</i>	Project and/or programme partners and stakeholders from external sector-partner organisations (Ag-Research, MBIE, etc)
<i>P3 Managers and Sponsors</i>	
<i>GM of Corporate Services</i>	

Qualifications and experience

Essential	Preferred
1+ years P3 coordination experience	Experience with P3 tools e.g. P3 management software
Hands on experience in project reporting, including financial reporting	Other relevant P3 training e.g. PRINCE2 Foundation
Competent computer user with experience in the Microsoft Windows suite of programmes e.g. Excel, Word, data bases	
Proven organisational skills with the ability to prioritise tasks and meet deadlines	
Excellent written, oral, and interpersonal communication skills	
Ability to build relationships and networks with a wide range of people.	
Self-management skills – work independently and within a team environment.	
Project Coordination training	

Job specific & technical competencies

Category	Descriptor/Evidence
P3 Management	Understand P3 management methodology and procedures within DairyNZ.
Solves Problems	Takes steps to fully understand the problem and contributing factors. Explores different solution options and possible side effects. Selects and implements solutions that are effective. Involves stakeholders and ensure that solutions meet their needs
Communicates with Impact	Communicates clearly. Influences others.
Planning	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
Organising	Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Time management	Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Informing	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information.
Self-development	Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.

Career level competencies – Team Member

Competency	Descriptor/Evidence
CUSTOMER FOCUS	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
PRIORITY SETTING	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
DRIVE FOR RESULTS	Can be counted on to deliver goals successfully; is constantly and consistently striving to achieve; very bottom-line/results oriented; steadfastly pushes self and others for results.