



## Job Description

Job title	Project Coordinator
Group	Natural Resource Operations
Section	Rotorua Te Arawa Lakes Programme
Responsible to	Rotorua Lakes Business Manager
Responsibility for employees	<input checked="" type="checkbox"/> - None
Date	March 2014

### Job purpose

This job exists to provide Project Coordination support to the Bay of Plenty Regional Council Water Management Programme.

Bay of Plenty Regional Council projects are expected to successfully deliver and integrate defined outputs within scope, budget and timeframes, to customer and stakeholder satisfaction and within the Councils Project Management Framework.

The type of projects that the Project Coordinator will be involved in will have a high strategic importance to the organisation, with varying degrees of complexity, risk, organisational impact, political sensitivity and/or media exposure.

The role of the Project Coordinator is to:

- Develop and Manage programme and project plans (sometimes multiple plans) - reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner and prepare governance reports, project status reports, presentations, agendas etc.
- Take an active part in the project issue/risk management process, by contributing to the identification and prioritisation of existing and potential issues and risks, and helping to develop strategies and controls to mitigate these. Use sound judgement to identify which issues and risks should be escalated to governance groups, and prepare relevant reports/documentation.
- Check project compliance with Council methodology, and highlight any issues to the Project Manager.
- Provide a skilled facilitation service to support the project teams in achieving these expectations. This means employing effective organisational and administrative processes, together with their knowledge and/or experience of project management smart practices, to facilitate the successful achievement of the project objectives.

- Build and maintain effective relationships with a wide range of people in addition to their own team, including project sponsors, senior managers, stakeholders/customers, other project team members and managers, external agencies and vendors.
- Help build project management capability within the Council by collaborating with other staff, coaching and mentoring others and generally encouraging the appropriate use of project management techniques by others.

## Functional relationships (relating to others)

External	Purpose and frequency of contact
<ul style="list-style-type: none"> <li>• Other local authorities.</li> <li>• Government organisations.</li> <li>• Iwi and Maori Trusts.</li> <li>• Contractors, consultants and suppliers.</li> <li>• Technical or legal professionals.</li> </ul>	<ul style="list-style-type: none"> <li>• Research. Weekly</li> <li>• Collaboration. Monthly</li> <li>• Seeking information, products and services. Monthly</li> <li>• Professional networking. Monthly</li> </ul>

Internal	Purpose and frequency of contact
<ul style="list-style-type: none"> <li>• Staff at all levels within the organisation.</li> <li>• Councillors.</li> <li>• Project teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Service delivery. Daily</li> <li>• Consultation. Weekly</li> <li>• Collaboration. Daily</li> <li>• Reporting or responding to queries. Daily</li> </ul>

## Key result areas

The job encompasses the following major functions or key result areas:

- Operations
- Relationship management
- Corporate contribution

The requirements in the above key result areas are broadly identified below:

## Key accountabilities

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<p><b>1 Operations</b></p> <ul style="list-style-type: none"> <li>• Prepare governance reports, project status reports, presentations, agendas and minutes, and maintain logs and registers.</li> <li>• Proactively maintain a current awareness of the project activities and status.</li> <li>• Take an active part in the project issue/risk</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate project documentation in place and project reporting provided in a timely manner. Measured by feedback from Business Manager.</li> <li>• Ability to field enquiries in the Business Manager's absence, and accurate</li> </ul>

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<p>management process, by contributing to the identification and prioritisation of existing and potential issues and risks, and helping to develop strategies and controls to mitigate these. Use sound judgement to identify which issues and risks should be escalated to governance groups, and prepare relevant reports/documentation.</p> <ul style="list-style-type: none"> <li>• Monitor, analyse and report on budgets and forecasts to the Portfolio Manager and/or Business Manager, highlighting any variances, and providing suggestions for resolution.</li> <li>• Manage project plans (sometimes multiple plans) using (MS Project), reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner. Follow up on any actions, quickly address any difficulties, and escalate issues with the Business Manager where necessary.</li> <li>• Check project compliance with Council methodology, and highlight any issues to the Business Manager.</li> </ul>	<p>preparation of project governance reports.</p> <ul style="list-style-type: none"> <li>• Appropriate and timely escalation of issues and risks, presented in an appropriate report format.</li> <li>• Invoices and accruals processed promptly with appropriate sign offs. Budget vs. actual expenditure cashflow are reported on in a timely manner with any variances identified and escalated to the Portfolio Manager or Business Manager promptly, with recommendations provided for effective solutions.</li> <li>• Project reporting deadlines consistently met, and any issues resolved or escalated as appropriate.</li> <li>• Project plan being well aligned with the Council required Project Management Framework, and the Business Manager being made aware of any variances.</li> </ul>
<p><b>2 Relationship management</b></p>	
<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external contacts including local authorities, ratepayers, landowners, suppliers, consultants, and contractors.</li> <li>• Ensure that the relationship between the Council and its key stakeholders are positive and constructive.</li> <li>• Represent Council at appropriate conferences, seminars and other events.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective, professional relationships and partnerships are developed and maintained with internal and external contacts.</li> <li>• Key stakeholders consider that their relationship with the council is positive and constructive.</li> <li>• Professional image is conveyed in public forums.</li> </ul>
<p><b>3 Corporate contribution</b></p>	
<ul style="list-style-type: none"> <li>• Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems.</li> <li>• Recognise individual responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992.</li> <li>• Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard.</li> <li>• Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.</li> <li>• Maintain own professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>• Hazards are identified and all incidents and accidents are reported.</li> <li>• Participate in any wellness programmes, such as stress management training and health monitoring.</li> <li>• Council records are created and maintained in corporate information systems, meeting specified information management standards.</li> <li>• Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.</li> <li>• Appropriate training and development is undertaken as agreed.</li> </ul>

## Delegations

In accordance with the Council's Delegation Instrument(s) this job:

- Does /  Does not control a budget Amount \$5,000  
 Can /  Cannot spend money from other's budget Amount \$Nil  
Jobholder can spend unbudgeted capital  Yes  No Amount \$Nil  
Jobholder is responsible for committing the organisation to long term contracts  Yes  No  
Jobholder signs correspondence on behalf of the Council  Yes  No

## Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- The job holder will be expected to carry out project coordination duties with minimal direction, and to support awareness and use of project management within the programme of work.

## Work complexity

Most challenging duties typically undertaken, and the frequency of it being performed:

- Maintaining a high level of technical and legal knowledge within all areas of Programme and Project Management in order to apply best practice to this work and communicate this to a range of audiences.
- Regularly handling complex face-to-face negotiations with internal and external stakeholders with programme and project interface or dependencies.
- Encourage behavioural or practical change in areas of Programme and Project Management.
- Incorporating the wider social, cultural, economic and environmental context into plans, projects and advice.
- Managing and reporting on multiple projects and budgets.

## Other aspects

Note any significant aspects of this job that have not been captured elsewhere in this document.

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## Person specification

Minimum academic qualifications and experience required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"><li>A relevant qualification in Project</li></ul>	<ul style="list-style-type: none"><li>Specialist qualification in a relevant discipline.</li></ul>

<ul style="list-style-type: none"> <li>Management and Prince 2 certification.</li> <li>A valid driver's licence required*<sup>1</sup></li> </ul>	
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<b>Knowledge / experience (indicate years of experience required as appropriate)</b>	
<b>Essential</b>	<b>Desirable (for recruitment purposes only)</b>
<ul style="list-style-type: none"> <li>3-4 years relevant experience, including significant project/portfolio management in a complex environment.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a local government environment.</li> <li>Contract management experience including contract specification, oversight and monitoring.</li> <li>Experience in the development and management of projects.</li> </ul>

### **Key skills / attributes / job specific competencies**

The following indicates what would typically be expected for this role at a competent level:

<b>Advanced knowledge</b>	<ul style="list-style-type: none"> <li>Ability to operate in an environment of uncertainty and incomplete information and make well-reasoned decisions.</li> <li>Project Management – demonstrated/proven knowledge and experience in working on and supporting project management to deliver business benefits.</li> <li>Stakeholder management – ability to successfully manage a wide network of relationships.</li> <li>Communication – Accurately and clearly convey timely information and ideas, using a style and manner of presentation appropriate to the target audience.</li> <li>Problem resolution – act on identified needs and expectations, and resolve issues and problems of stakeholders ensuring that actions and decisions address stakeholder needs &amp; expectations.</li> <li>Research, analysis and decision making – comprehensive reaching, analysing and summarising of information, making sense of large amounts of information and complex situations and getting to the heart of the problem.</li> <li>Leadership – Contribute to the creation of a motivated environment where goals can be achieved, skills and knowledge are enhanced, and learning &amp; development are valued.</li> </ul>
<b>Working knowledge</b>	<ul style="list-style-type: none"> <li>Computers – Microsoft Office and Project Management Software</li> <li>Writing of clear and concise reports.</li> <li>Health and safety legislation and personal HSE obligations.</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>Community, cultural and political awareness.</li> </ul>

### **Personal attributes / key behaviours**

- Strong communication skills including written and oral presentation skills.
- Sound judgement and initiative.
- Sound decision making skills.
- Effective time management.
- Problem solving skills.
- Self-motivated and able to work unsupervised.

<sup>1</sup> Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

- Negotiation skills with ability to resolve conflict situations.
- Desire to enhance knowledge and skills.
- Empathy for environmental issues and a genuine desire to enhance the natural environment.
- A reasonable level of fitness.

## **Other requirements**

- May require frequent travel within or outside Bay of Plenty region.
- Occasionally required to work outside of normal hours.

## **Change to job description**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

### **Recommended:**

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Manager

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Date

### **Approved:**

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Manager

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Date

### **Discussed with incumbent:**

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Employee

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Date



## Our values - our journey

### ***A tatou haerenga***

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do  We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANA (manaakitanga)	KOTAHI (kotahitanga)	WHĀNAU (whanaungatanga)
<p><b>Mana</b></p> <ul style="list-style-type: none"> <li>▪ Leadership</li> <li>▪ Having strength and courage</li> <li>▪ Being a positive influence</li> <li>▪ Being proud and courageous</li> <li>▪ Professionalism</li> </ul> <p><b>Manaakitanga</b></p> <ul style="list-style-type: none"> <li>▪ Trust and respect</li> <li>▪ Reciprocity (sharing)</li> <li>▪ Nurture/support</li> </ul> <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> <li>▪ Unity</li> <li>▪ Strong emphasis on collaboration</li> <li>▪ Being inclusive</li> <li>▪ Nurturing a positive team spirit</li> <li>▪ Sense of ownership</li> </ul> <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together – 'strength in unity'.</p>	<ul style="list-style-type: none"> <li>▪ Strong focus on relationships.</li> <li>▪ Having fun and being happy</li> <li>▪ Socialising, including the importance of friends</li> <li>▪ Supporting each other</li> </ul> <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>