



Job Description

Project Coordinator, Design

Business Group	School Property
Location	Wellington/Christchurch
Delegations	None
Direct reports	None
Reports to	Director, School Design
Salary band	A6

What we do

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to learners and families.
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for learners and their families, from early learning through tertiary.

School Property

The School Property Group manages one of the largest property portfolios in Aotearoa, comprised of over 2,100 primary and secondary state schools and over 8,000 hectares of land with a carrying value of \$33.5 billion.

This responsibility includes school engagement, asset management, capital works delivery, investment planning and portfolio management.

We have a responsibility to invest in property solutions that demonstrate value for money while still delivering the right outcome for our schools and kura. Demand for new or improved school property across the country is high, and the way we meet these needs is to do so more efficiently.

Role Purpose

The Project Coordinator role involves coordination activities to keep the Ministry's and engineering-related programmes operational and efficient.

The Ministry has several technical review programmes that are run within School Property Services group (SPS) with School Property. These include:

- Design Advisory
- Engineering Advisory Group (EAG)

The School Design Team manage the national design standards and design assurance as part of providing both strategic and operational policy advice and analysis across a range of issues relevant to School Property.

Key activities for the Project Coordinator include managing a large number of external panel consultants for project review services, screening design documentation for design and engineering reviews, assigning panel consultants to individual projects, managing registers/databases as well as looking after supplier/ contractor invoicing.

Role Accountabilities

As a Specialist, you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As a Project Coordinator, this role is accountable for:

- Manage processes and systems to keep the review programmes running efficiently and effectively
- Managing, resourcing, and coordinating internal stakeholders and external consultants that provide advice to the Ministry.
- Acting as a single point of contact for organising needs within the SPS group

- Liaison with; and providing guidance to Property Advisors / Delivery Managers and Design Teams
- Assign consultants for Advisory meetings and applications
- Manage document information for consultants
- Coordinating internal and external stakeholders and documentation
- Where re-submissions are required, facilitate process (repeating some of the steps above)
- Produce design and engineering assurance reports on a weekly / monthly basis
- Extracting useful data from project reviews to further strengthen the MoE data bases
- Maintaining registers & databases
- Organise papers for meetings
- Ensure consistency across project filing structures
- Maintain systems for collection, storage and retrieval of programme related documentation
- Attend team meetings, taking notes when required
- Process invoice claims
- Co-ordinate travel arrangements as required
- Provide additional support to the wider SPS team as needed

You will make decisions in accordance with the Ministry's policies and delegations framework.

Knowledge, Skills and Professional Experience

To be successful in this role you will have the following experience:

Essential:

- Previous experience providing technical coordination support in a project or programme environment

Desired:

- Experience from working within the construction or property industry
- Experience in working with external consultants (architects / engineers)
- Project coordination knowledge through formal training and/or experience

Expertise:

- Experience with project coordination
- Property or construction industry experience is desirable
- Experience in setting up and managing schedules and resourcing documents
- Track record for achieving deadlines at work
- Experience in participating project related meetings

Knowledge and Skills:

- Property or construction industry experience is desirable
- Proficient with MS Office suite including MS Teams and SharePoint
- Excellent oral and written communication skills
- Excellent organisation skills & ability to multi-task
- Ability to multi-task and work under pressure
- Report writing ability is required

Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organisation and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

Working in the Public Service

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 Te Tiriti o 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. You can find out more about what this means; [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

Leadership Success Profile - Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks

like” for leadership at all levels. Information about the Leadership Success Profile is available here: [Leadership Success Profile - Te Kawa Mataaho Public Service Commission](#).

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations. These are:

- To be driven and accountable
- To be curious, connected and open to different perspectives
- To grow our talent and capability
- To improve transparency – including by listening to and acting on feedback

Approvals

Date Reviewed and Approved	23 April 2026
Approved By	HR Advisory