

## Ngā Kōrero e pā ana ki te Tūranga **Job Description**

### **Programme Coordinator**

<b>Business Group</b>	Te Pou Hanganga, Matihiko   Infrastructure & Digital
<b>Location</b>	Flexible
<b>Salary band</b>	A6

### **Mahi i roto i te Ratonga Tūmatanui | Working in the Public 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | [You can find out more about what this means at Role and purpose - Te Kawa Mataaho Public Service Commission.](#)

### **To Mātou Aronga | What we do for Aotearoa New Zealand**

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***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 ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

### **Tēnei Tūranga | About the role**

The Programme Coordinator will work with the Ngā Iti Kahurangi team to ensure the delivery of the administrative and governance requirements of the Ministry in relation to project methodology, reporting and financial management.

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### Ngā Haepapa | Accountabilities

#### As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education 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 the Programme Coordinator you will:

- Provide logistical support for project team members including setup and exit requirements, travel and equipment acquisitions; maintain calendar for project meetings and reporting schedules; provide administrative support for Project Board members and meetings.
- Support the recruitment/procurement of project resources (staff, devices and accommodation) to deliver the projects included in the annual delivery plan.
- Train new staff in the processes required for project delivery and to assist them to meet Project Services requirements.
- Work with the Project/Programme Manager to ensure Oracle Financials are kept up to date, accounts are correctly coded and forwarded for payment, accruals are actioned, and accounts are reconciled each month. Ensure that project team members complete timesheets each week and all recoveries are actioned.
- Establish reporting mechanisms for projects, ensuring that the correct templates are used, reports accurately record the status of the project and reports are delivered to required deadlines.
- Support the Project Manager to ensure project documentation is up to date (e.g. project plans, project reporting, financial management, risk registers, stakeholder management and communication plans).
- Support the Project Manager on the managing the project as required.
- Organize project meetings, coordinate status update meeting, prepare agendas and draft meeting minutes.
- Tracking invoices, processing variation forms for approval. Facilitation of invoice approval, follow up overdue invoices and any issues if required.
- Create project files and establish file structure adding relevant documents and templates for the project(s).
- Tracking and facilitating approvals for documentation to support the projects to progress as quickly as possible.

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

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### Wheako | Experience

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

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- A Prince 2 (P2) certification
- Financial systems knowledge ideally working with Oracle financials

### Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Capacity to work under pressure to ensure that critical timeframes are met
- Can work autonomously and a part of a team
- Good attention to detail
- Good understanding of project management processes with a developed understanding of the project life cycle, documentation, standards and methodologies
- Sound understanding of government processes

### Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono   Valuing Māori	Developing
Pou Mana   Knowledge of Māori content	Developing
Pou Kipa   Achieving equitable education outcomes for Māori	Developing



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Pou Aroā   Critical consciousness of racial equity for Māori	Developing
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## Leadership Success Profile - Te Kawa Mataaho | 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 how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

## Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	June 2023
Approved By	HR Advisory Team