

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Project Coordinator

Business Group	Te Pou Kōrero Digital & Data
Location	Wellington
Salary band	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 Project Coordinator will work with the Project Management 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.
- Support the resolution of issues, identifying risks and escalating as appropriate to protect and enhance the integrity and reputation of the Ministry.
- Contribute to the development and implementation of solutions and improvements 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 Project 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 in coordinating delivery activities and maintaining project artefacts, escalating issues where 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.

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

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.

Skills Framework for the Information Age

Strong IT capability is vital to keep us secure and to deliver innovative and effective solutions for the Education system. SFIA, the Skills Framework for the Information Age, is the technical competency and skills framework mapping individual professional skill level to a set of internationally recognised standards. Information about SFIA, including the SFIA competencies and skills required for this role, is available on the Ministry’s intranet.

Capability	Level	Expectation
Project Management PRMG	3	<p>Defines, documents and executes small projects or sub-projects.</p> <p>Works independently or with a small team, actively participating in all project phases. Applies appropriate project management methods and tools. Identifies, assesses and manages risks effectively.</p> <p>Prepares realistic project plans ((including scope, schedule, quality, risk and communication plans), ensuring stakeholder involvement and alignment with organisational governance standards.</p> <p>Tracks activities against the project schedule, managing stakeholder involvement as appropriate. Monitors costs, times, quality and resources used. Takes action where these exceed agreed tolerances.</p>
Portfolio, programme and project support PROF	3	<p>Provides foundational support for projects, programmes, or portfolios.</p> <p>Assists with planning, scheduling, tracking and reporting using established tools and processes. Follows recommended solutions to ensure accurate documentation and communication of project progress.</p> <p>Collaborates closely with project teams and stakeholders, gathering updates and information to maintain project records and ensure alignment with project objectives.</p> <p>Participates in project boards, assurance teams and quality review meetings when necessary.</p>

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<p>Relationship Management RLMT</p>	<p>4</p>	<p>Deals with problems and issues, managing resolutions, corrective actions, lessons learned and the collection and dissemination of relevant information.</p> <p>Implements stakeholder engagement/communications plans.</p> <p>Collects and uses feedback from customers and stakeholders to help measure the effectiveness of stakeholder management.</p> <p>Helps develop and enhance customer and stakeholder relationships</p>
<p>Financial Management FMIT</p>	<p>4</p>	<p>Monitors and maintains financial records to ensure compliance and audit requirements are met.</p> <p>Provides general support in financial planning and budgeting by compiling and reporting on financial data.</p> <p>Supports decision-making by collating and summarising financial information at a high level.</p> <p>Collaborates with business units to gather financial data and understand operational needs.</p>

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	May 2026
Approved By	HR Advisory