

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Project Coordinator

Business Group	Te Pae Aronui   Operations and Integration
Location	Flexible
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 | Kairuruku provides end to end support to the Design group's work programme to achieve the group's goals. They will work within and across the teams to monitor progress and delivery, provide advice on the alignment of work programmes, manage Enterprise system tools, and provide 'hands on' project support.

The Design group within Te Pae Aronui leads the design of services, supports and operational policies that support, enable and create the best educational outcomes for ākonga and whānau. It brings together, service design, leading the development of principles, frameworks and practice that can be used in a repeatable and systematic way across initiatives and programmes, putting people at the heart of what we do.

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

The Service Design Programmes team provides programme and project management support. The Service Design teams lead the establishment and application of human-centred design-led approaches and methodologies for the development of services for early learning, schools, kura and others to achieve the required outcomes

## 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 Project Coordinator, you will:

#### Project Coordination

- Coordinate across work plans within the Design Group to provide a group wide view of progress, with a focus on improvements to achieve outcomes
- Actively monitor progress against delivery, identify inconsistencies and opportunities to provide additional guidance and support, as well as providing reporting managers on progress and/or issues
- Work with content experts in the Design Group to develop and maintain a cohesive set of guidance and process documentation that supports the delivery of our work
- Undertake the day-to-day administration of business systems
- that support governance and project, programme, and portfolio management.
- Project planning, scheduling, and assisting with the completion of project and planning documentation
- Supporting the Design Group to implement the Ministry's Delivery Framework and the associated guidance and documentation
- Assist in the preparing and drafting reports, briefings, communication plans, correspondence and other written materials and resources as needed
- Analysing and using information to provide advice and assistance to project delivery teams
- Working with the lead manager or advisor to provide Secretariat support for Design Group's

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

programme and project governance boards, steering groups and programme and project working groups. Prepare agenda and minutes for meetings and

- Maintain programme and project registers, including risks, issues, dependencies, constraints, finances, milestones/deliverables, and engagement registers and logs.

### Financial support

- Raise requisitions and ensure payment of invoices for external resources
- Assist the project team in collating/reconciling monthly financial reports
- Provide support to monitor programme and project budgets and report to governance groups as required.
- Provide support for budget management and financial reporting across the project

### Administrative support

- Prepare and distribute papers and agendas for meetings and governance meetings as required
- Attend governance and steering group meetings and take minutes
- Ensure consistency of collateral and filing structures in accordance with any policy documents

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 working in a project or programme team, and/or supporting multiple pieces of work with competing pressures.
- Experience in using project management methodologies, techniques, documentation, and standards
- Experience in working within the public sector and understanding of the political environment and how related issues should be managed.
- Experience in organising – identifying what matters, anticipating next steps, accurately delivering what was commissioned
- Experience in administration of contracts, purchase orders, timesheets, invoices, filing, meetings, minute taking, and reporting.
- Effectively work with the Microsoft suite of products including MS Project, Word, Excel, PowerPoint and Visio.
- Ability to work across different business units within the Ministry.
- Effectively work with the Microsoft suite of products including MS Project, Word, Excel, PowerPoint and Visio.
- Ability to work across different business units within the Ministry.

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

### Ngā Āheinga | Capabilities

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

- Communicate effectively with an ability to listen, then act.
- Bring best practice approach and high standards, whilst remaining pragmatic and flexible
- Drive and results focus – someone who sets goals and achieves them.
- Understand the information needs of stakeholders and assist with the development of appropriate and timely stakeholder communication and engagement.
- Build and maintain relationships with other business areas.
- Ensure linkages with other relevant business areas are well known and communications are well managed.
- Develop a rapport with programme and workstream teams.

### 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
Pou Aroā   Critical consciousness of racial equity for Māori	Developing

### 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	22 July 2024
Approved By	HR Advisory Team