

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Project Coordinator

Business Group	School Property
Location	Flexible location
Salary band	A5

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

School Property – Te Tāhuhu o te Mātauranga | Ministry of Education, leads inclusive, accessible and integrated national physical infrastructure and transport services to the education system.

Our vision for school property is that all schools have quality learning environments as part of a well-managed and sustainable portfolio that helps deliver equitable and excellent outcomes for every child.

The Project Coordinator is responsible for providing day to day operational, financial, and administrative support to their allocated Delivery Team.

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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 Project Coordinator you will:

- Maintain, coordinate and file project documentation and ensuring alignment with Capital Works standard process.
- Assist the Delivery Team to ensure project documentation is up to date (e.g. project plans, risk registers, stakeholder management and communication plans).
- Create project files and establish file structure adding relevant documents and templates.
- K2 data management, recording of school visit data in Helios/K2 system. Assist to set up suppliers in K2/Fusion.
- Information gathering as required for the delivery team including, for ministerial/ OIA requests, relevant spreadsheet and documents (e.g. procurement pipeline, issues register, H&S spreadsheets).
- Work closely with the Portfolio Office team to get systems, processes and templates implemented and embedded in day to day activities of the delivery team.
- Tracking and facilitating approvals for documentation to support the projects to progress as quickly as possible.
- Tracking invoices, processing variation forms for approval. Facilitation of invoice approval, follow up overdue invoices and any issues if required.
- Coordinate capitalisation in liaison with the Delivery Manager.
- Contract execution coordination. Initial population of CER (Contract Execution Request) form for Delivery Manager and quality and accuracy check of final draft. Collate supporting documents, tracking, update K2 and file.
- Coordinate status update meeting. Populate project status. Update spreadsheet and align to cost report. Submit status updates each month.
- Manage the CW mailbox.
- Build effective relationships with counterparts in the Portfolio team, legal, procurement, DRP, construction observation, modular and infrastructure delivery teams to facilitate smooth interactions for the delivery team.
- Promote the Ministry's infrastructure and school's capital works programme where appropriate internally.

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- Arrange and coordinate Delivery Team meetings, training and workshops. Prepare agenda and minutes. 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 providing support to a team.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Proven experience in providing support to team.
- Proven experience reviewing and amending financial information.

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.
- High level Microsoft Office skills, able to manipulate data in Excel Spreadsheets.
- Strong written and verbal communication and presentation skills.
- Ability to prioritise multiple tasks effectively in a fast-paced environment with high volume of activity.
- Strong attention to detail and organisation skills.

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



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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 2025
Approved By	HR Advisory Team