



## Programme Coordinator and Business Support (Establishment)

<b>Business Group</b>	Charter School Agency
<b>Location</b>	Wellington
<b>Salary band</b>	A7

### 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

Charter schools | kura hourua offer more choice and flexibility in what is taught and how it is taught, as long as children are safe, attending school and achieving. The Charter School Agency is a departmental agency established on 1 July 2024 to implement and operate the new charter school model, including negotiating and managing contracts and delivering funding. The Charter School Agency supports the Authorisation Board to approve charter schools, monitor their performance and hold them to account.

### Tēnei Tūranga | About the role

The Programme Coordinator is responsible for providing business support across the Charter School Agency, actively involved in the coordination of various pieces of work simultaneously.

As the Programme Coordinator you will be a 'go to' person for the team on many matters and will enjoy a varied role providing executive, programme, business and administrative support, enabling our people to perform to the highest standard.

Your role will include a mix of:

- Executive support to executive leaders, including diary, travel, meetings and logistics, coordinating OIA's and Ministerial request and other and other administrative duties
- Programme Office support during the Agency's establishment phase
- General business and administrative support to ensure smooth operations of the Agency and teams, including financial and procurement administration, maintaining SharePoint site and other administrative duties.

With an ever changing and fast-moving environment you need to be ready and flexible to support the business needs; you will forge strong relationships within the business and manage a wide variety of requests with confidence.

With the capacity to take initiative, think ahead, you will possess strong organisational and prioritisation skills, supporting all the elements required to guarantee the success of the Charter School Agency.



## Ngā Haepapa | Accountabilities

As the Programme Coordinator you will:

### **Executive Support**

- Provide support to executive leaders, including to pro-actively manage diaries, booking travel, meetings, and logistics.
- Assist with governance functions including invoices for Authorisation Board and coordinating responses to OIA's and WPQ's
- Manage private and confidential information, situations, and issues.

### **Programme Office Support**

- Assist the Programme Manager to ensure the smooth operations of the Programme Office, including business support, administrative support and project coordination as required.
- Support the Programme Manager to maintain work programme documents, the RAID Register Administration and other documents.

### **Business and Administrative Support**

- Assist the business to ensure smooth operations including onboarding and offboarding of team members.
- Assist the business with financial administration including payment of invoices and procurement.
- Guiding and up-skilling our teams with using multiple internal systems and supporting best practice.
- Provide team administrative support, including event management, ordering, and purchasing of office equipment, liaising with facilities and IT staff.
- Maintain the Teams SharePoint site and internal resources and support team record management.

### **General**

- Work effectively and collaboratively with the Executive Assistant to the Chief Executive and other roles to ensure smooth operations and continuity of service and managing the peaks and troughs of demand.
- Contribute as a Charter School Agency member to build the overall team's capability.
- Promote the right attitudes and behaviour's that contribute to the overall culture of the Charter School Agency, respecting our obligations to te Tiriti.
- You will make decisions in accordance with the Agency's policies and delegations' framework.

## Wheako | Experience

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

- Previous demonstrable experience providing executive, programme and/or business support
- Flexibility and resilience, comfortable in a high-change environment
- Ability to engage with all levels of stakeholders.
- Excellent verbal and written communication skills, problem solving skills, and attention to detail.
- A natural forward-thinker with initiative to pre-empt Agency needs.
- Strong administration and organisation skills
- Ability to multi-task and juggle changing priorities with ease as required.
- Effectively work with the Microsoft suite of products including Word, Excel and, PowerPoint
- Skills in setting up virtual meetings using applications such as Teams and Zoom.
- Knowledge of and experience of the Machinery of Government and/or public sector is advantageous but not essential.



## Ngā Āheinga | Capabilities

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

- Proven ability to maintain utmost integrity in all interactions and treating all information you are party to in your role as confidential.
- A track record of excellent customer service and dedicated to meeting the expectations and requirements of internal and external customers.
- Proven ability to establish and maintain strong relationships across a diverse group of customers and gain their trust and respect.
- Demonstrate initiative and a high degree of professional independence and self-discipline, remaining calm under pressure.

## Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	September 2024
Approved By	Advisory Team