

Position Description

Position Title

Senior Project Coordinator

Division

Asset Management Division (AMD)

Group

Services

Location

Wellington

Reports to

Global Development Manager

Last Review Date

June 2017

About the Ministry

The Ministry of Foreign Affairs and Trade works to make New Zealand's voice heard overseas and contributes directly to the security and well-being of all New Zealanders.

Our purpose is to create the international conditions and connections for New Zealand and New Zealanders to thrive.

Our work:

Leadership

- amplifies New Zealand's influence and standing in the world;

Prosperity

- delivers improved prosperity for New Zealand and our region;

Kaitiakitanga

- delivers solutions to global challenges, for the benefit of present and future generations;

Stability

- delivers security and resilience to our country, our people, and our region.

Our values are professionalism, leadership, respect, collaboration and innovation.

About the Division

The Asset Management Division is responsible for leading the strategic and tactical asset planning and management of the Ministry's properties and other assets. The Ministry has a network of 100+ office and Official Residence premises overseas, providing facilities and work environments for staff to conduct the Government's official business effectively. It also has approximately 250 offshore staff residential properties, assets and posts' vehicles.

About the Position

The Senior Project Coordinator is responsible for providing a full range of project and programme coordination and wider AMD Management support and delivery services. This includes developing and delivering documentation management, project compliance,

monitoring and reporting, and process improvement functions to ensure that projects and programme are managed according to project and programme management standards and are delivered within the agreed timelines and budgets. They will also provide asset budget administration (capital and operational) support. They will be required to understand and assist in managing the delivery of specific projects as directed.

Relationships

The position is required to build and maintain the following relationships:

Internal (within MFAT)

- Division and Unit managers
- Division and Unit staff
- Other MFAT staff, both onshore and offshore

External (outside MFAT, both onshore and offshore)

- Contractors and suppliers
- Property and Project specialists
- Other Government Agencies

Key Accountabilities

The following key accountabilities of this role, with direction, assist in delivering the Ministry's vision and mission.

- Plan, organise and support project management and status review meetings
- Develop and implement project administration, budgetary and programme processes collaboratively and according to requirements
- Assist in the selection and engagement of project consultants both on shore and offshore
- Responsible for project, programme and budget status reports and notifications, making recommendations as needed (cashflow reporting / dashboard)
- Review and analyse project and programme delivery
- Develop and maintain effective management of project, programme and budget documentation (e.g. contracts, timelines, budgets) and systems
- Project stakeholder coordination – externally and internally
- Monitor, evaluate and report on project, programme and budget risks
- Provide project management support including cost analysis, pricing, reporting and budget reconciliation
- Maintain project schedules and ensure they are kept up-to-date with current progress
- Work with the Unit Manager Asset Development and Programme Manager to ensure that the wider team project and contract administration including budgeting and reporting is undertaken
- Provide administrative support to asset budgets (capital and operational) and reporting
- Identify any budget and expenditure risks and escalate them as needed
- Administer all Property/Assets documentation and resource library ensuring all documentation is accurate, readily accessible and supports delivery of the Division's plans
- Provide administrative support to the delivery of a Property Management Information System (PMIS)
- Undertake Project Management responsibilities in support of the project management team as required.
- Provide the necessary skills and expertise to act up in supporting roles as required – e.g. Project Management of minor works

Leadership

- Work collegially with team members in order to develop an understanding of the divisions work stream and contribute to the achievement of the division's objectives
- Contribute to the divisions delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes
- Demonstrate the organisational values, goals, policies and procedures in all aspects of work
- Buddy new members of the team supporting a culture of learning and sharing of experiences

Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework
- Understand the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
- Demonstrate behaviour aligned with the organisation's values, goals, policies and procedures
- Contribute to the preparation and reporting requirements of the Ministry's accountability documents
- Contribute to Ministry-wide projects and emergency response situations
- Using the Ministry's Capability Framework, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
- Understand tikanga and Treaty of Waitangi principles, and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures
- All other duties as required by the employer

Understanding of Government and the Public Service

- Develop on understanding of the Machinery of Government, including the Ministry's relationship with Ministers and other government agencies

Knowledge Management

- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders

Health and Safety

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)

- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

Qualifications, Skills, Knowledge and Experience

You must have the following qualifications, skills and experience:

- A tertiary qualification in project management or administration or equivalent experience, preferably with off shore expertise
- Proven experience in prioritising work within available resource to meet business needs
- Sound track record of at least 3 years project support and delivery across complex, multiple projects
- Experience coordinating construction projects and vendor relationships
- Expertise in project management systems and approaches (e.g. Prince 2) would be desired and an advantage
- Strong qualitative, quantitative analysis and financial management skills
- Record keeping and reporting skills
- Ability to build rapport with a range of people
- Ability to plan and organise own workload and prioritise effectively
- Sound judgement and decision making skills
- Well-developed understanding and implementation of project management methodology , practices and systems
- Logistic management especially involving multiple providers and complex delivery routes
- Basic understanding of tikanga and Treaty of Waitangi principles
- Strong computer literacy including Microsoft Word, Excel and Project and other related productivity tools

Additional Comments

You must also:

- Hold New Zealand citizenship
- Be able to obtain and maintain an appropriate New Zealand Government security clearance