



NEW ZEALAND
FOREIGN AFFAIRS & TRADE

POSITION DESCRIPTION

Position Title

Portfolio Coordinator

Reports To

Portfolio Manager

Group

Integrated Delivery Division, Group Services

Date Created/Updated

November 2016

About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealand safer and more prosperous.

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

Our work:

Kaitiakitanga

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

Leadership

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

Prosperity

- delivers improved prosperity for New Zealand and our region;

Stability

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

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

About the Group

The Services Group is responsible for providing a range of functions and services to enable business groups to achieve their outcomes. These functions include Finance, Property, Procurement and Information Management. Each of these divisions provides a client focus, coordinated service to Wellington and off shore posts.

The Integrated Delivery Division within the Services Groups manages a portfolio of programmes and projects ensuring successful management, delivery, and benefits realisation of the investment made. IDD manages supports and advises on all aspects of best practice portfolio, programme and project management, building effective working relationships enabling successful delivery.

About the Position

The purpose of the Portfolio Coordinator position is to provide support to project, programme and portfolio governance committees to ensure all these governance committees are running effectively. This also includes developing and maintaining the existing project documentation management system and provide advice and training to project resources to ensure projects are managed in line with IDD's Project Delivery Model and other project management related standards and guidance.

Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry's purpose.

- Role specific
 - Secretariat support to Project Steering Committees, Project Request Board, Project Quality Review Board, IDD Project Managers' meeting and other IDD regular meetings with key stakeholders
 - Provide project management support including reporting and budget reconciliation, invoices processing and accruals
 - Provide project management related training to project resources (i.e. Benefits Management and Lessons Learnt)
 - Provide project financial management and forecasting training and advice to projects
 - Maintain and continuously improve the programme and project methodology, tools, templates and guidance providing support and advice on their use
 - Gather the information and populate the portfolio dashboard in preparation for regular presentation to senior stakeholders and governing managers i.e. IMD, FIN, PPPM and other divisions in Services Group
- Other accountability as back up for the Portfolio Analyst
 - Support the development, implementation and ongoing quality assurance of a standard, regular portfolio, programme and project reporting cycle
 - Prepare and deliver reports for senior team members and stakeholders (regularly and ad-hoc)
 - Secretariat responsibilities for the Operational Investment Board
 - Support and coordinate any information sharing forums as required
 - Ensure all third party contract paperwork is up to date and in line with Ministry Procurement Standards
 - Support the effective and timely induction of new starters in line with Ministry policy and practices
- Leadership
 - Contribute to the division's delivery of its planned and agreed activity stream to realise its strategic priorities and high level outcomes
 - Demonstrate the organisation's 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
- Relationship Management
 - Develop and maintain key relationships both internally and externally in order to advance the division's objectives
- Organisational Responsibilities
 - Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework
 - Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
 - Contribute to the preparation and reporting requirements of the Ministry's accountability documents
 - 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
 - Using the Ministry's Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
 - Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry's Strategic Framework
 - Contribute to Ministry-wide projects and emergency response situations
 - All other duties as requested by the employer
- 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, healthy and secure working environment for all staff, contractors and other workers, both on and offshore.

As a manager you are required to demonstrate leadership of all health and safety matters for your area of responsibility. This means ensuring that the Ministry complies with its obligations under the Health and Safety at Work Act 2015 (Act) and that workers are operating in an environment where health and safety hazards and risks are appropriately identified, eliminated and mitigated, so far as is reasonably practicable.

You are responsible for:

- ensuring that health and safety resources and processes are in place and are being appropriately used
- engaging with staff, and contractors to enable proactive participation in matters related to health and safety
- ensuring that health and safety hazards are identified (in consultation with staff), that controls are in place, that associated risks are being assessed and regularly reviewed, and an action plan determined to eliminate or mitigate the risks so far as reasonably practicable
- implementing the agreed actions to eliminate or mitigate the assessed risks and monitoring and reviewing progress
- ensuring that the group or event hazard and risk register documents are regularly updated and controls are regularly reviewed
- ensuring that all health and safety incidents, illnesses, injuries, near misses are immediately reported through the HR Kiosk and followed-up
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your manager.

Qualifications, Skills, knowledge & experience

The following are required:

Qualifications

- A tertiary qualification in project management or equivalent practical experience in project coordination

Skills

- Record keeping and reporting skills
- Accuracy with an eye for detail
- Sound written and communication skills
- Ability to plan and prioritise own workload effectively
- Competent in Microsoft Office Suite of products

- Sound judgement and decision making skills
- Desirable expertise in project management methodology
- A good team player
- Ability to transfer own knowledge to others

Experience

- Proven experience in project, programme and portfolio coordination
- Proven experience in gathering and analysing information to support governance groups at different levels
- Proven experience in providing project support across complex projects
- Proven ability to manage project budgets

Relationships

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

Internal

- Internal Integrated Delivery Division
- Integrated Delivery Management Team
- Project Managers, Business Analysts and Project Co-ordinators
- Key stakeholders including Project Request Board and Project Quality Review Board members
- Service Group staff
- MFAT support function staff

External

- Other government agencies
- Central agencies
- Suppliers of services

Delegations

The position has no delegation authorities.

Mandatory Role Requirements

- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.