



NEW ZEALAND
FOREIGN AFFAIRS & TRADE

POSITION DESCRIPTION

Position Title

Design Co-ordinator

Reports To

Design Manager

Group

Asset Management Division (AMD)

Date Created/Updated

May 2019

About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealanders safer and more prosperous. We do this by building connections with and influencing other countries to advance New Zealand's interests and project New Zealand values. We provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to New Zealanders' wellbeing in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Our values are:

Impact

- We achieve for New Zealand, everyday, everywhere

Kotahitanga

- We draw strength from our diversity

Courage

- We do the right thing

Manaakitanga

- We honour and respect others

Diversity and Inclusion

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the

countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

About the Group 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 Ministry supports a range of flexible work options as the default setting for all positions.

The Design Coordinator will be responsible for providing a wide range of design, project coordination and AMD Design Unit support services.

They will be required to understand and assist in coordinating the design of specific projects as directed.

This will include working with internal clients, internal project team (design and project management), suppliers and in-country consultants to assist in ensuring projects are delivered to client requirements and design standards, and can be achieved within the agreed timelines and budgets.

This will also include supporting the development and delivering of design documentation as well as project monitoring and reporting, all to assist in ensuring that projects and programme are managed, co-ordinated and designed according to project and design standards.

Key Accountabilities

The following key accountabilities of this role (with direction) assist in delivering the Ministry's vision and mission for each project.

- Support the Design Unit team (Design Management) to achieve project goals (business requirements are met, liaison and consultation with stakeholders is achieved, project benefits and risks are considered, design is co-ordinated etc)
- Manage in conjunction with colleagues, relevant procurement activity associated with projects e.g. consultants, furniture and furnishings
- Assist to develop and maintain design principles and brand standards for architecture, interior design and décor for the Ministry's portfolio
- Plan, organise and support design management and project review meetings
- Implement project administration processes, collaboratively and according to requirements
- Assist with project stakeholder coordination both externally and internally
- Administer relevant Property/Assets documentation and resource library ensuring all documentation is accurate, readily accessible and supports delivery of the Division's plans

- Organisational Responsibilities
 - 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
 - Be aware of and adhere to the Ministry's Health and Safety policies and procedures
 - 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 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

Qualifications, Skills, Knowledge and Experience

Ideally you will have the following qualifications, skills and experience:

- Some previous experience (preferably providing architecture and/or interior design support services).
- Some design project co-ordination experience (offshore experience would be advantageous).
- Some knowledge/interest of architecture, interior design and construction project principles would be advantageous.
- Some experience in the procurement of services and products (offshore experience would be a bonus).
- Proven relationship management skills
- Good communication skills, both written and oral
- Demonstrated ability to contribute to and work within a team
- Ideally competent in Outlook, Word and Excel (CAD, Revit, Photoshop would be a bonus)
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Strong customer focus, with the ability to communicate effectively with a range of people
- Possess a strong achievement/delivery focus – set high standards including organisation, accuracy and attention to detail
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- Ability to anticipate issues and problems and think of creative solutions
- Displays personal integrity and an honest and ethical approach

Additional Comments

You must also:

- Hold New Zealand citizenship or a New Zealand Permanent Residence Visa

- Be able to obtain and maintain an appropriate New Zealand Government Security clearance