

Position Description

Position Title - Ingoa Tūranga

Project Coordinator Capital Works (403652)

Group - Puni

People and Operations Group (P&O)

Division - Tāngā

Asset Management Division (AMD)

Reports to - Menetia

Project Director (403498)

About the Public Service - Mō te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahana ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi/te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders' 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.

Diversity and Inclusion - Kanorau, Kauawhi

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.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

AMD 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, related assets and post vehicles.

The Project Coordinator Capital Works will provide a full range of project and programme coordination support and delivery services. In particular, they will support a team of Project Managers in AMD's delivery of MFAT's Major Capital Works Programme to renew, renovate and build New Zealand's overseas property stock.

In broad terms, this includes assisting the Construction Director and Project Managers in developing and delivering documentation management, project compliance, monitoring and reporting, and process improvement functions to ensure that projects and programme are delivered to consistent standards and processes and to agreed timelines. They will also provide project budget administration (capital and operational) support. They may be required to assist in managing the delivery of specific elements of projects as directed

This position may participate in MFAT emergency responses as required. This may include work outside of normal hours.

Key Accountabilities - Kawenga Matua

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

- Plan, organise and support meetings as requested
- Assist the Construction Director and Project Managers to develop programme delivery administration processes
- Assist in the selection and engagement of suppliers and contractors both on shore and offshore
- Support for project, programme and budget status reports and notifications, making recommendations as needed (cashflow reporting / dashboard)
- Support effective management of project, programme and budget documentation (e.g. contracts, timelines, budgets) and systems (Procore)
- Project stakeholder coordination – externally and internally
- Identify, evaluate report and monitor risks
- Support Project Managers in cost analysis, pricing, reporting and budget reconciliation
- Maintain project schedules and ensure they are kept up-to-date with current progress
- Provide administrative support to project budgets (capital and operational) and reporting
- Administer all Property/Asset documentation and resource libraries ensuring all documentation is accurate, readily accessible and supports delivery of the Division's plans
- Provide administrative support to the delivery of the Asset Management Information System (AIMS)
- Develop the necessary skills and expertise to act up in supporting roles as required – e.g. Project Management of minor works

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
- Support 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.
- 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.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required.

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Project Coordinator Capital Works will have the following experience, skills and knowledge:

Experience:

- A tertiary qualification in project management or administration is beneficial, preferably with offshore experience, or equivalent experience in a similar role.

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- Project management systems and approaches (e.g. Prince 2) is advantageous
- Sound track record of at least 2 years in project support or equivalent roles, preferably in a project/programme delivery environment
- Logistic management especially involving multiple providers and international freight routes would be advantageous
- Experience coordinating construction projects and vendor relationships would be beneficial

Skills and knowledge:

- Understanding and implementation of project management methodology, practices and systems is beneficial
- Good qualitative, quantitative analysis and financial management skills
- Strong computer literacy including Microsoft Word, Excel, Project and other related productivity tools
- Ability to convey information logically and concisely in both written and oral forms
- Record keeping and reporting skills
- Ability to plan and organise own workload and prioritise effectively
- Ability to work and build a rapport with people at all levels of the organisation and other cultures
- Ability to work as part of a team
- Ability to work under pressure
- Ability to facilitate and coordinate tasks
- Understanding of The Treaty of Waitangi/Te Tiriti, Te Reo Māori and Māori customs and protocols would be beneficial.

Relationships - Pātahitanga

The Project Coordinator Capital Works position is required to build and maintain the following relationships:

Within the Ministry:

- Divisional and/or unit manager
- Senior advisors/advisers within division/unit
- Division staff
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Other government departments and agencies
- Architects and Designers
- Structural and Electrical Engineers
- Contractors/Trades People

Delegations - Whakatautapatanga

- The role is responsible for the management of nil direct reports.
- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

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

References

- **Ministry's Strategic Intentions**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>