

Position Description

Position Title - Ingoa Tūrangā

Programme Coordination Lead (403827)

Group - Puni

People & Operations Group

Division - Tānga

Asset Management Division

Reports to - Menetia

Capital Programmes Manager

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 ē anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kōunga, e nahanaha 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 kirirarau 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 tūrangā 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

The Asset Management Division (AMD) is responsible for leading the strategic asset planning and management of MFAT's property and asset portfolio. MFAT operates a network of 350+ Chancery, Official Residence and residential staff premises overseas, providing secure, functional work and living environments for staff to support and conduct the Government's official business effectively. AMD is also responsible for MFAT's vehicle fleet.

The Programme Coordination Lead is accountable for programme-level coordination, oversight and control to support the effective delivery of MFAT's capital programme. The role ensures consistent application of programme processes, information management, financial management, reporting and governance, enabling disciplined delivery and informed decision-making.

Operating at a programme level, the role takes an end-to-end view across the capital works programme, including risks, issues, interdependencies, schedules, budgets and reporting requirements, supporting effective sequencing, coordination and performance oversight across delivery activities.

The Programme Coordination Lead also leads and manages programme and project coordination staff, building capability, consistency and good practice across programme support functions and contributing to the overall effectiveness and maturity of the capital delivery system.

Key Accountabilities - Kawenga Matua

Programme Coordination and Control

- Coordinate programme-level planning, scheduling and sequencing across the capital programme.
- Maintain a consolidated view of programme risks, issues, dependencies and variations, ensuring visibility and timely escalation where required.
- Support the Capital Programmes Manager by providing accurate, timely and decision-ready programme information to inform prioritisation, sequencing and resourcing decisions.

Programme Governance, Reporting and Assurance

- Coordinate programme governance processes, including development and management of agendas, papers, reporting and forward plans for programme and investment forums.
- Maintain programme-level reporting that provides clear, accurate, consistent and timely insights on delivery status, financial performance and emerging risks.
- Support the implementation and operation of programme controls, assurance activities and consistent project management best-practice.

Financial and Commercial Support

- Support programme-level financial tracking, forecasting, monitoring and reconciliation across the capital programme.
- Work with Project Managers, finance and commercial teams to ensure financial information is accurate, consistent and aligned with investment approvals and reporting requirements.
- Support procurement and variation processes by ensuring documentation, approvals and records are complete, accurate and compliant.

Functional Leadership and People Management

- Provide line management and functional leadership to programme and project coordination staff.
- Allocate work, set priorities and ensure programme support activities are delivered to agreed standards, consistency expectations and timeframes.
- Build capability and consistency across programme coordination functions through coaching, guidance and continuous improvement of practices and processes.

Stakeholder Engagement and Communication

- Support effective communication across the capital programme, ensuring stakeholders have access to clear, consistent and relevant information.
- Build strong working relationships with Project Managers, delivery teams and corporate enabling functions to support coordinated and efficient programme operations.
- Act as a trusted central point of coordination for programme-level information and processes.

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 Ministers, partner agencies, and external stakeholders.
- Understand Tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to apply the Ministry's Māori dimension, in a way that is relevant to the context of the role.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.

- Share responsibility for health and safety by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Contribute to the continuous development of the Ministry's knowledge base through effective use of internal systems, information sharing and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities.
- Participate in Ministry-wide projects and emergency responses as required.

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

The Programme Coordination Lead will have the following experience, skills and knowledge:

Experience:

- Demonstrated experience in programme or portfolio coordination roles within complex delivery or investment environments.
- Experience supporting multiple concurrent projects and consolidating and synthesizing information at programme level.
- Experience working within structured governance, assurance and reporting frameworks.
- Experience providing functional or line leadership or demonstrated readiness to undertake people management responsibilities.

Skills and knowledge:

- Strong programme coordination and organisational skills, with the ability to manage complexity, prioritise effectively and respond to competing demands.
- Ability to synthesise project-level information into clear, concise and decision useful programme insights.
- Strong written and verbal communication skills, including preparing governance, reporting and briefing materials.
- Sound understanding of project and programme management disciplines and controls, including planning, risk, dependency and reporting practices.
- Confidence working with senior stakeholders while maintaining clear role boundaries and professional judgement.
- Strong attention to detail and commitment to accurate, consistent and well-managed documentation and records.
- Sound understanding of tikanga and Te Tiriti o Waitangi principles and their application in a public-sector context.

Qualifications

- A relevant tertiary qualification in project or programme management, business administration, a related discipline, or equivalent practical experience.

Relationships - Pātahitanga

The Programme Coordination Lead is required to build and maintain the relationships with:

Within the Ministry:

- Asset Management Division leadership and staff
- Finance, Security, KIA and PDS teams
- Project Managers, governance groups and working groups
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Treasury and other central agencies
- Other government departments and agencies
- Professional advisors, contractors and delivery partners

Delegations - Whakatautapatanga

- The role has responsibility for at least four 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/>