



Position Details	
Position Title	Property Coordinator
Manager's Title	National Property and Fleet Manager
Directorate and Group	Business Services, Organisational Support
Salary Band	D
Date	May 2023
Approved by	National Property Manager

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko I te Karauna I runga I āna hononga ki a ngāi Māori I raro I te Tiriti o Waitangi. Ka tautoko mātou I te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui I roto I ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Role purpose

Provide specialist coordination to support smooth and successful project and business outcomes

Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as DOC responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

Accountability areas	Activities	Performance indicators
Project and Property Coordination and Support	<p>Provide coordination support for DOC's owned and leased commercial, residential, and supporting infrastructure assets property portfolio</p> <p>Support and advise to successfully deliver projects to time, cost and quality parameters</p> <p>Assist with project briefs, business cases, budgets and forecasts</p> <p>Prepare and maintain project schedules, resource plans and financials</p> <p>Administer the change request process</p>	<p>You are seen to be proactive in finding ways to improve efficiencies</p> <p>Your work is planned and managed to ensure best outcome for DOC</p> <p>All documentation is supplied on time, is well constructed and error free</p> <p>You engage with partners and stakeholders throughout the project as required</p>



Accountability areas	Activities	Performance indicators
	<p>Maintain and manage project plan documents, risk, issue, dependency and assumptions registers</p> <p>Coordinate meetings and maintain actions and decisions registers</p> <p>Assist with contract management</p> <p>Proactively identify and escalate issues and initiate agreed remedial actions</p> <p>Gather data and prepare property and project reports</p>	<p>You ensure all project and property deadlines and outputs are known</p> <p>Project registers are kept current and meet project needs</p> <p>Project budgets including accruals, actuals, reforecasting and reporting are on time and to standard</p> <p>Meetings are scheduled with sufficient notice to participants, include an agenda, status reports and minutes</p>
Administration	<p>Provide proactive team administration support including diary and database management</p> <p>Coordinate meetings including scheduling, collating, preparation and distribution of minutes and actions, and chasing up of actions</p> <p>Co-ordinate events with internal and/or external participants</p> <p>Review and place furniture orders</p> <p>Undertake supplier administration including invoice coding and supplier set ups</p>	<p>You are seen to provide effective and efficient support</p> <p>Databases are kept updated</p> <p>Orders are completed accurately, and delays identified and escalated</p>
Safety and Wellbeing	<p>Contribute to DOC's Health and Safety systems and practices, including Job Safety Analysis</p> <p>Contribute to a strong safety culture and achieving DOC's goal of developing an injury free workplace</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Take into account conditions that affect own and others' health and safety</p> <p>Take a proactive approach to managing your own and others' wellbeing</p>	<p>You comply with the Department's Health and Safety policy and guidelines</p>

Accountability areas	Activities	Performance indicators
Engagement with whānau, hapū, iwi	Have effective relationships with and work collaboratively alongside whānau, hapū, iwi	You receive positive feedback from whānau, hapū, iwi
DOC and Team Contribution	<p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment</p> <p>Work with your manager to deliver against organisational priorities, and to further the objectives of the team</p> <p>Use team process effectively</p> <p>Behave in a way that aligns with DOC's values</p> <p>Abide by DOC's standard operating procedures</p> <p>Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams</p>	<p>You behave in accordance with the Standards of Integrity and Conduct</p> <p>You can tell the 'Conservation Story' at your place i.e. how your Work is contributing to the stretch goals</p> <p>You are seen as a team player</p> <p>You have effective relationships across DOC</p>
Work Management and Delivery	<p>Deliver on tasks as set out in work plans, annual expectations, task assignments and Monthly Operating Reviews (MOR)</p> <p>Identify critical issues and risks and ensure they are constructively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure, current and appropriate access protocols are applied</p>	<p>Work plans are delivered on time, to specifications and within budget</p> <p>Managers are aware of obstacles to achievement of performance goals</p> <p>You adhere to DOC's information management protocols</p>
Stakeholder and Customer Engagement	<p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Represent DOC and coordinate cross-agency initiatives within own area of responsibility</p>	<p>Your opinion is sought by others</p> <p>You receive positive feedback from customers and stakeholders</p>

Capabilities

Communication and influence: Communicates in a clear and engaging manner and gets others on board

Enhancing organisational performance: Identifies and suggests opportunities to do things differently

Building relationships: Works cooperatively and collaboratively with others; builds relationships with external stakeholders and partners; and works effectively with whānau, hapū and iwi

Developing others: Shares learnings and experiences with others

Managing work priorities: Plans and organises work to deliver on objectives

Commitment to excellence: High personal and professional standards including accuracy

Demonstrating understanding of the Treaty of Waitangi: Understands the implications of the Treaty on today's society and conservation

Demonstrating understanding of Māori Tikanga and protocols: Comfortable engaging and working in partnership with iwi and tangata whenua

Situational awareness: Knowledge and awareness of situations; identifies relevant context to develop robust recommendations and make sound decisions

Honesty and courage: Integrity and a willingness to speak up

Resilience: Composure and a sense of perspective when the going gets tough

Curiosity: Openness to different perspectives

Engaging others: Connects with others, builds trust and listens

Achieving ambitious goals: Is committed to delivering on objectives

Self-awareness and agility: Understands self and adapts to change; is development focused

Specialist skills and experience

- Proven track record as a project coordinator in a complex and changing environment
- Understanding of project methodologies to ensure quality control i.e. tools, templates and the ability to use project management disciplines to cost, plan, monitor, review and report
- Knowledge of risk management, how to identify and clearly describe existing and potential risks, understanding their wider impact
- Experience in monitoring project budgets, financial forecasting and reporting
- Understanding of quality assurance and control processes and documentation
- Proven ability in developing relationships, communicating and liaising with senior managers and stakeholders
- Very good written, presentation and oral communications
- Proficient user of Microsoft Office products including Word, Excel, MS Project, Visio and PowerPoint

Relationships

External

- Service providers and preferred suppliers
- Visitors
- Other Govt agencies and territorial local authorities

Internal

- Peers and colleagues
- Managers and staff involved in property related activities

You are required to comply with the standard operating procedures of DOC. In addition you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).



Department of
Conservation
Te Papa Atawhai