

Role Description

Role Details	
Title	Project Coordinator (ISS)
Manager Title	Practice Manager - Project Management
Directorate and Group	Information Systems and Services; Organisation Support
Band	E
Date	September 2024
Approved By	Deputy Director-General, Organisation Support

Public Service

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

I āianeī, 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.

About DOC

The Department of Conservation Te Papa Atawhai (DOC) serves to protect and restore nature spaces and species across Aotearoa.

At the heart of our success is our strong DOC culture, built on clear values. Our integrity grounds us, our connections take us further together, we empower ourselves and others to do the best work, so we achieve more for nature and New Zealand.

Role purpose

The purpose of this role is to ensure successful project outcomes by providing coordination and monitoring of the project activity, people resourcing, financial resourcing and control documentation.

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Accountabilities

Accountability	This includes....
Project coordination	Supporting and advising Project Manager(s) to successfully deliver projects to time, cost, and quality parameters. Establishing and maintaining project documentation on time, well-constructed and error free Contributing to project planning, resource forecasting and financial schedules Monitoring project risks and issues Maintaining and monitoring project registers including risks and issues documentation Maintaining and monitoring project budgets including month end accruals, actuals, reforecasting and reporting Coordinating Governance Group and project team meetings including include meeting papers, agendas, status reports and minutes. Ensuring DOC's frameworks are followed to ensure good standards: PRINCE2, PMF, ITIL, SDLC, COBIT
Build and maintain effective stakeholder and customer relationships	Working collaboratively with teams across DOC and contributing effectively to cross-functional teams Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations
Work management and delivery	Delivering on tasks as set out in work plans, performance expectations, and task assignments Identifying critical issues and risks and ensure they are constructively raised and addressed Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Taking all practical steps to ensure your own safety and the safety of others in the workplace

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	Skills and experience working as a project coordinator Excellence at prioritising, allocating and monitoring resource usage and finding improved ways to use resources Excellence at planning and organising work and resources over a programme of work to meet negotiated timeframes. Works positively and productively with stakeholders, colleagues and team members. Works with customers to identify and prioritise their needs High level of proficiency with Microsoft Office products including Word, Excel and PowerPoint, Outlook and Teams Experience working with a range of project methodologies such as Waterfall, Agile and DevOps Skilled with MS Project and Visio Foundation qualifications in relevant project methodology, e.g. PRINCE2 or PMI or equivalent knowledge
Collaboration, relationship building, communication and interpersonal skills	Interacts productively with a wide range of people Recognises importance of seeking and considering other perspectives Works effectively with peers to solve problems, gains trust easily and provides support Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

Key working relationships

Internal	External
ISS managers Project managers and project teams Project Governance Group Peers and colleagues	Vendors and partners

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).