

TŪWHARETOA MĀORI TRUST BOARD

JOB DESCRIPTION

JOB TITLE

Project Coordinator - Strategic Initiatives

PURPOSE

To ensure the coordination and integrated delivery of strategic projects, initiatives and activities, that is consistent with the Trust Board strategy, business plan, and policies.

This Project Coordinator role is a highly collaborative role that requires experience in:

- Delivering cultural, social, and community initiatives that deliver meaningful benefits, are focused on making a difference, and create better outcomes for our people.
- Designing and implementing an integrated programme of work with supporting targets and performance measures.
- Recognising gaps and improvement opportunities with a focus on a continual improvement process; and
- Quantitative and qualitative reporting that builds an evidence base and informs investment priorities.

SPECIFIC DUTIES & RESPONSIBILITIES

Project Delivery

- Design and implement an integrated work programme to deliver strategic projects, initiatives and activities.
- Develop collective targets and performance measures for strategic projects, initiatives and activities.
- Coordinate the successful delivery of the work programme, including appropriate and ongoing planning, resource allocation and prioritisation of work.
- Identify and track relevant programme requirements, opportunities for innovation and expansion within strategic parameters.
- Assess potential risks and technical challenges and develop appropriate mitigation plans.
- Analyse and resolve project issues in a timely and accurate manner.
- Be adaptable and flexible to changing environments.
- Identify improvements and opportunities to innovate in program delivery while ensuring the strategic direction of the Trust Board is maintained.
- Identify gaps and new delivery opportunities and make recommendations to the Strategic Manager.
- Ensure a quality framework for delivery is utilised at all times.

Programme Monitoring, Reporting and Evaluation

- Ensure effective monitoring, analysis and regular reporting on implementation against the work programme and annual plan.
- Gather, configure and analyse information to create and present comprehensive reporting.
- Produce data, both quantitative and qualitative, to support the monitoring, evaluation and research needs of the Trust Board.
- Work with the Strategic Manager to ensure service audits are implemented successfully to ensure the continued provision of a quality service.
- Lead and support activities delivered by internal business units as required.

Leadership and Team Contribution

- Maintain transparent communication.
- Appropriately communicate relevant information through team meetings, one-on-one meetings, emails, and regular interpersonal communication.
- Maintain a positive and supportive attitude at all times.
- Make business decisions that are responsible, accountable, justifiable, and defensible in accordance with TMTB policies, procedures and delegations.

- Managing risk accordingly.
- Plan, evaluate, and improve the efficiency of your function and its respective processes and procedures.
- Communicate regularly with other staff, managers, the CEO, board, and other designated contacts within TMTB.
- Establish and maintain meaningful relationships with key agreed/targeted external and internal stakeholders.
- Be a confident communicator with the ability to forge and maintain productive relationships across stakeholder groups.

Health & Safety

- Undertake all work in a safe manner and follow all company and workplace health and safety procedures.
- Identify new hazards and advise manager or workplace H&S representative/co-ordinator within 24 hours of identification.
- Accurately report incidents and accidents to manager or workplace H&S representative/co-ordinator as soon as possible
- Ensure all risks are managed appropriately, statutory compliance obligations (incl. H&S) are met, and that all TMTB policies, systems, processes and delegations are adhered to.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Essential

- Experience with Tūwharetoa marae.
- Intermediate level of Te Reo Māori.
- Understanding of Ngāti Tūwharetoa tikanga and kawa.
- 3+ years experience in project coordination.
- A tertiary qualification in a relevant field.
- Current Full NZ Drivers Licence
- Knowledge of Te Ao Māori.

Preferable

- Excellent written and verbal communication skills.
- Advanced information and communication technology skills.
- Advanced Microsoft suite skills.
- Understanding of Health, Safety and Wellbeing good practice in an office environment.
- Experience in processing grants and distributions.
- Experience in community and youth development.
- Experience in education or learning development.
- Experience in graphic design.
- Experience in digital resource development.

Personal Attributes

- Able to identify with the direction and strategy of the Trust Board: Mahi Rangatira ki te Iwi.
- Able to identify with and model the Trust Board's organisational values: Mahi Tika, Mahi Pono.
- Good networking and interpersonal skills.
- Meticulous with a strong eye for detail.
- Calm logical thinker and influencer with a sense of control when situations require action.
- Positive energy, smart and professional.
- Cognitive ability to understand business needs, think through issues and weigh up options.
- Sound written and oral communication skills including the ability to communicate clearly and succinctly in a variety of communication settings and styles.

In this role you must be able to:

- Effectively manage priorities and your time.
- Maintain confidentiality at all times.
- Work collaboratively with people across the organisation.
- Communicate with confidence including presenting to internal staff and external stakeholders.