# Ministry of Social Development logo

# Portfolio Coordinator

# Strategy and Insights

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, 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 hapori, 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.

## The outcomes we want to achieve

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| --- | --- | --- |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

|  |  |
| --- | --- |
| Unuhia te rito o te harakeke  Kei hea te kōmako e kō?  Whakatairangitia, rere ki uta, rere ki tai;  Ui mai ki ahau,  He aha te mea nui o te ao?  Māku e kī atu,  He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbush  Where will the bellbird find rest?  Will it fly inland, fly out to sea, or fly aimlessly;  If you were to ask me,  What is the most important thing in the world?  I will tell you,  It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

The Portfolio Coordinator is responsible for providing support to the Portfolio Manager and support and coordination across the Portfolio to ensure the smooth delivery. The Portfolio Coordinator establishes and manages systems and processes to help track project delivery performance across the portfolio and ensure alignment with policies and business for quality assurance.

The Portfolio Coordinator is responsible for providing secretariate support for Committees and managing the implementation of discrete projects if required.

The Portfolio Coordinator will support the Portfolio Manager to maintain effective relationships with key stakeholders and ensuring there is coordination of relevant initiatives.

### Location

National Office, Wellington

### Reports to

Portfolio Manager

## Key responsibilities

### Project Management

* The Portfolio Coordinator will work with the appropriate stakeholders to:
* maintain planning
* maintain risk, issues and interdependency registers
* compile statistics and information as required including reporting on the progress
* Establish and maintain systems for tracking performance across the portfolio
* Provide advice and support to the team to ensure business process and policies are following throughout delivery
* Provide analysis and advice about issues relevant to initiatives and projects as well as responding to emerging issues
* Encourage and motivate project teams to work together towards common goals and achieve outcomes
* Undertake research and develop reports with recommendations for key projects and initiatives as required
* Produce reports and other written work (for both internal and external audiences) as required
* Contribute to other areas of the work programme as agreed.

### Secretariat Support

* Co-ordinate meetings – including scheduling, arranging resources, production of agendas, collation of papers and minute taking
* Provide timely and accurate executive and administrative services including word-processing, spread sheeting, photocopying and other document processing duties as may be necessary to support efficient functioning
* Co-ordinate responses to ensure Select Committee, Parliamentary Questions, Chief Executive correspondence and Official Information requests are processed on time and comply with the Ministry’s quality and formatting requirements
* Assist with monitoring and reporting in relation to planning as required
* Maintain confidentiality of documentation and information as required and as appropriate
* Design and develop presentation materials using appropriate design packages including PowerPoint, Word, Excel and Visio and the development and construction of more complex presentations including using A3 format
* Assist with one-off programmes as required
* Assists in the organisation, management and delivery of project events, workshops and seminars.

### Logistical Support

* Provide monitoring services to ensure that the teams meet planning deadlines
* Provide input into team planning processes
* Ensure records and filing systems meet the needs of the team and comply with archival and MSD policies and the Official Information Act
* Collect and maintain relevant data
* Continually review systems to ensure solutions to working better are identified, approved and implemented.

### Services, Systems and Procedures

* Contribute ideas for improvement to systems and process simplification to effectively deliver projects
* Contribute to improvements in the internal procedures
* Operate systems and procedures in such a manner as to meet MSD requirements.

### Relationship Management

* Build and maintain excellent working relationships and exercise sound judgement in identifying issues of relevance, importance and necessity
* Develop and maintain appropriate levels of understanding of government protocols and requirements
* Ensure the facilitation of strong communication channels between key stakeholders.

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Previous experience in a portfolio/programme/project coordinator role, an executive assistant, administrative support role or advisory role
* Excellent IT skills including Microsoft products (Word, Excel, PowerPoint, Publisher, Scheduler, Visio, E-mail) and research tools (internet and database use)
* Ability to prioritise, schedule work to meet deadlines and maintain the quality of services delivered
* Previous experience working in an environment that requires a high level of discretion, sensitivity and interpersonal interaction
* Advanced skills in the clear and concise communication of information (both in oral and written format) appropriate to the target audience
* Ability to mix professionally and build effective relationships at all levels both within the Ministry and with outside agencies and clients
* Ability to work in a team environment, adapt, demonstrate initiative, and cope with continuing change
* Able to demonstrate initiative in addressing problems arising in the role
* Good understanding of the workings of MSD - the role of key business groups
* Good understanding of the workings of central Government - the role of Parliament, Ministers and public service agencies
* Knowledge of Government procurement policy and practices (desirable).

## Attributes

* Analytical Skills – demonstrates clarity of thinking, defines problems well, produces advice that is targeted towards business outcomes
* Relationship Management skills – able to develop effective working relationships and establish rapport with all relevant stakeholders
* Excellent organisational skills and good attention to detail
* Sound judgement and good problem solving skills
* Exercises initiative and political sensitivity
* Highly effective communication skills
* Flexible, adaptable and pragmatic
* Strong client focus
* Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.

## Key relationships

### Internal

* Key stakeholders within and across portfolios
* Staff within MSD who are working on projects and programmes with a link to projects in the portfolio

### External

* Minister’s Office
* Other Government agencies and departments, as appropriate

## Other

### Delegations

* Financial – No
* Human Resources – No

### Direct reports – No

### Security clearance – No

### Children’s worker – No

Limited ad hoc travel may be required

**Position Description Updated:** June 2024