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| Project Coordinator |

## About us

The Social Investment Agency is a central agency, set up to lead the social investment approach to improve people’s lives and to support the Government to achieve better outcomes from social service expenditure.  Our purpose is to shift the system using data and evidence, so that the system invests earlier and more effectively to improve the lives of New Zealanders.  Our role is to **lead** the implementation of the social investment approach, **build** the infrastructure and tools required and **show** how social investment can work in practice.

### Our values – how we do things around here



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| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst  for change | **Taunakitanga** We influence through evidence | **Puaretanga** We’re transparent by nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services. | We challenge  the status quo constructively and seek better ways  of doing things. | We use evidence  to influence  positive change for New Zealanders. | We will share what we’re doing, how we’re doing it, and what we learn |

## About 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.

## About the position

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| The purpose of this position | |
| The purpose of the position is to provide high quality coordination and administration support to projects and/or programmes for the Social Investment Agency (SIA).  The Office of the Chief Executive group supports and enables the wider agency to deliver towards our strategic intentions, ensuring we have the necessary organisational operating infrastructure in place. The Office of the Chief Executive also ensures timely provision of our corporate functions and services | |
| Team and location | Office of the Chief Executive, Wellington |
| Reporting to | Principal Portfolio and Planning Advisor |
| Salary band | Band 13: $59,534 - $70,040 - $84,048  Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $59,534 - $70,040. |

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| What you will do to contribute | As a result we will see |
| **Coordination**   * Support project owners to effectively manage projects to time cost quality and scope by providing thorough, intelligent project coordination and scheduling expertise. * Participate in project planning activities. * Assist with development and maintenance of project documentation. * Analyse schedules and raise concerns where appropriate. * Assist project managers/project leads to anticipate demands, identify problems and take corrective actions. * Produce reports and other written work (for both internal and external audiences) as required. * Co-ordinate project and programme activities with diverse groups and individuals. | * Projects undertaken by SIA are appropriately managed and deliver a quality product within the required timeframe. * Unanticipated events are addressed with minimal disruption to planned projects. * Templates are maintained, content is up to date and communicated. |
| **Team support**   * Ongoing support to the Senior Ministerial Advisor for processing Ministerial requests (e.g. logging, filing, preparing regular proactive release documents. * Administration support as needed for event coordination (e.g. stakeholder hui). * Works closely with, and supporting as required, other administration and coordination roles in the Agency. | * Work programme is successfully developed and delivered. |
| **Risk Management**   * Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary. * Ensure that analysis, data and information supplied is accurate and verified. | * Role level risks are identified and managed appropriately. * Independent assurance that the Agency is operating and accounting for performance in an appropriate and transparent manner. |
| **Health and Safety**   * Take responsibility for meeting the Agency’s obligations in workplace health and safety. | * Observing the Agency’s health and safety procedures. * Participating in health and safety initiatives and training where appropriate. * Providing suggestions for improvement of health and safety. * Reporting incidents and hazards promptly. * Know what to do in the event of an emergency. |

## About you – what you will bring specifically

### Experience and knowledge

* Previous experience in a Project Coordinator or Administrator role.
* Strong self-management skills.
* Use of MS Office, MS Teams and MS Project.
* Excellent interpersonal, relationship management and presentation skills.

### Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.

### Capabilities

* Implements strategy – aligns their work with strategic objectives and the Agency’s vision.
* Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds internal relationships – contributes to their team, works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

### Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description.