

## JOB / POSITION DESCRIPTION

<b>Role</b>	Project Coordinator
<b>Contract Type</b>	Fixed Term - Full time
<b>Contract Length</b>	2 Years
<b>Remuneration</b>	\$65,000 - \$75,000
<b>Location</b>	268 Stuart Street, Dunedin
<b>Direct Reporting</b>	General Manager - Cultural and Economic Development <b>Nicola Morand</b>
<b>Overall Reporting</b>	CEO <b>Rachel Wesley</b>
<b>Start Date</b>	5/04/2021

### Role Description

This job description is designed to assist in your understanding of what is required to successfully complete the role as Project Coordinator. It is not designed to be a prescriptive, all-encompassing list of tasks.

This role will require you to coordinate all project activities, including simple tasks and larger plans. As a natural collaborator with initiative you will develop and maintain positive relationships and be responsible for supporting a team of staff, mana whenua panels, project managers and contractors who fill a variety of roles. Some travel will be necessary.

### Responsibilities

<b>Document Management</b>	<ul style="list-style-type: none"><li>• Administration and co-ordination of projects and jobs</li><li>• Maintaining the project database</li><li>• Setting up projects and recording time and costs and progress in various systems</li></ul>
<b>Project Co-ordination</b>	<ul style="list-style-type: none"><li>• Co-ordinating and tracking multiple projects</li><li>• Ensuring projects adhere to frameworks and Aukaha processes</li><li>• Monitoring and reporting on project budgets</li><li>• Provide support to the General and Project Managers in all tasks related to programme planning</li><li>• Ensuring project deadlines are met</li></ul>

	<ul style="list-style-type: none"> <li>Assess risks and address or escalate as necessary</li> </ul>
<b>Meeting and events support</b>	<ul style="list-style-type: none"> <li>Co-ordinate the organisation of meetings ensuring timely and clear communication of hui dates and times</li> <li>Chair or facilitate hui as required</li> <li>Provide room set up and clean up services for on-site meetings</li> </ul>
<b>Document preparation</b>	<ul style="list-style-type: none"> <li>Prepare offers and scope of services in collaboration with the Project Team</li> <li>Assist with other documentation such as narratives, design documentation and general publications etc that are required by the CED team.</li> </ul>
<b>Travel co-ordination</b>	<ul style="list-style-type: none"> <li>timely coordination of travel arrangements for staff and contractors as required</li> </ul>
<b>Meeting organisation</b>	<ul style="list-style-type: none"> <li>assistance in organising meetings</li> <li>minute taking as necessary noting actions and ensuring they are followed up</li> </ul>
<b>Marketing/Communications</b>	<ul style="list-style-type: none"> <li>Administering websites and other social media updates on behalf of the CED team and their projects</li> <li>Be the first point of contact for CED and take the appropriate action or distribute to the appropriate person</li> <li>Prepare and deliver presentations as required</li> <li>Maintain open and collaborative lines of communication with the CED team, Aukaha staff and shareholders.</li> </ul>
<b>General administrative support</b>	<ul style="list-style-type: none"> <li>Provide general administrative support to the CED team</li> <li>Other duties as and when directed by the Manager of CED</li> </ul>

## Key Skills

- Substantial experience as a project co-ordinator or business administrator.
- Knowledge of project planning and project management with an ability to anticipate and undertake appropriate action even in ambiguous and complex project phases.
- Experience in reporting, project financials and knowledge of project processes; experience with WorkflowMax would be an advantage.
- Strong verbal and written communication skills.
- Proven ability to adapt quickly to a dynamic and fast paced environment.
- Able to demonstrate self-motivation, initiative, and ability to work and collaborate positively in a team environment.
- A sound knowledge of Tikaka and Te Ao Māori and an understanding of the nature of treaty partnerships.
- A good understanding of the cultural values and aspirations of mana whenua would be an advantage or a willingness to learn.