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|-------------------------|--------------------------------------|-----------------|---|
| <b>POSITION TITLE:</b>  | Programme Coordinator                |                 |   |
| <b>GROUP:</b>           | Asset Management                     | <b>SECTION:</b> | Infrastructure Programme Management Office - NIWE |
| <b>REPORTS TO:</b>      | Programme Finance & Controls Manager |                 |   |
| <b>RESPONSIBLE FOR:</b> | NA                                   |                 |   |
| <b>GRADE:</b>           | 12                                   |                 |   |
| <b>DATE REVIEWED:</b>   | September 2024                       |                 |   |

#### HBRC STRATEGY

##### Our Vision:

We want a healthy environment and a resilient and prosperous community.

##### Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

##### Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

##### Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

#### POSITION SUMMARY

The Programme Coordinator will play a vital role in supporting the Programme Finance & Controls Team during a critical period of establishing and embedding new systems and processes. Positioned within a fast-paced environment, this role focuses on facilitating the effective management of procurement, contract administration, risk management, financial, scheduling and reporting functions. The Programme Coordinator will ensure adherence to established guidelines, making this role ideal for a detail-oriented professional with strong administrative skills and a background in finance or programme coordination.

#### GROUP AND TEAM GOALS:

The Regional Projects team provides the following role and functions as part of the Asset Management Group:

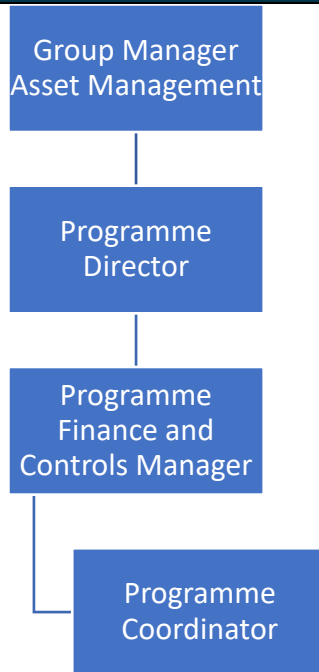
- Provide a centre of expertise in capital project delivery
- Maintain and improve the project management framework

- Maintain and improve the project management information system linking with the corporate PMO
- Deliver portfolio of capital infrastructure projects with agreed timeframes and budget

The Programme Finance and Controls team is responsible for:

- Provision of advice, reporting and support to the Programme Director, Project Managers and Executive Managers
- Supporting the organisation with various Annual Plan and Long-Term Plan preparation and development for Regional Projects activities
- Ensuring appropriate cost controls and compliance across the Programme
- Ensuring timely and effective reporting to all stakeholders including Crown (i.e. MBIE and Crown Infrastructure Partners)
- Safeguarding the physical and mental health of the team members throughout the duration of projects

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Coordinate and assist with administrative tasks related to reporting, procurement, contract management, financial, programming, scheduling and risk management, ensuring smooth control and compliance processes within the Programme Finance & Controls team.
- Manage procurement tasks such as assisting with preparing RFX (i.e. request for proposal, request of interest etc) documentation, tender evaluation documentation, internal and external communications for procurement activities, and ensuring Programme and Project procurement activities align with organisational policies.
- Assist and oversee contract documentation, including tracking deliverables, managing renewals, and ensuring compliance with contractual obligations.
- Gather, organise, and maintain accurate data for programme reporting and assist in preparing and presenting detailed reports on programme performance.
- Maintain Programme risk and decision registers and assist in tracking risk mitigation activities and actions required.
- Support the Programme Finance & Controls Team in ensuring that all risk management processes are documented and monitored.

- Support the Programme Finance & Controls Team in ensuring that all assurance management processes are documented and monitored.
- Develop and maintain key documentation for internal controls, assurance processes, and compliance requirements, ensuring clarity, accessibility, and adherence to regulatory standards.
- Act as a liaison between the Programme Finance & Controls Team and other internal teams, ensuring timely communication and coordination of information.
- Organise and coordinate meetings, including preparing agendas, distributing relevant materials, and ensuring follow-up on action items.
- Identify and implement improvements to administrative processes within the Programme Finance & Controls Team, driving greater efficiency and effectiveness.
- Provide additional administrative and coordination support as required, responding flexibly to the evolving needs of the programme and senior leadership.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Executive Team
- Elected members
- Team members

### External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi and other community groups
- Members of our community

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

## CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.

- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## PERSON SPECIFICATION

### Minimum Qualifications and Experience required

- Business Diploma or relevant qualification
- Minimum of 5 years of experience in a similar role/relevant industry
- Valid driver's licence required

### Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems
- Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

**Personal Attributes**

- Sound judgement and initiative
- Ability to create harmony in a team.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

**Awareness**

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

**CHANGES TO JOB DESCRIPTION**

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

**ACKNOWLEDGEMENT**

*I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.*

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Employee Signature

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Date

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Printed Name