

<b>POSITION TITLE:</b>	Project Coordinator		
<b>GROUP:</b>	Asset Management	<b>SECTION:</b>	Regional Projects
<b>REPORTS TO:</b>	Manager Regional Projects		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>FAMILY:</b>	OS8	<b>GRADE:</b>	12
<b>DATE REVIEWED:</b>	August 2023	<b>JOB NUMBER:</b>	

#### 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 kouniga 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 rereanga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

#### POSITION SUMMARY

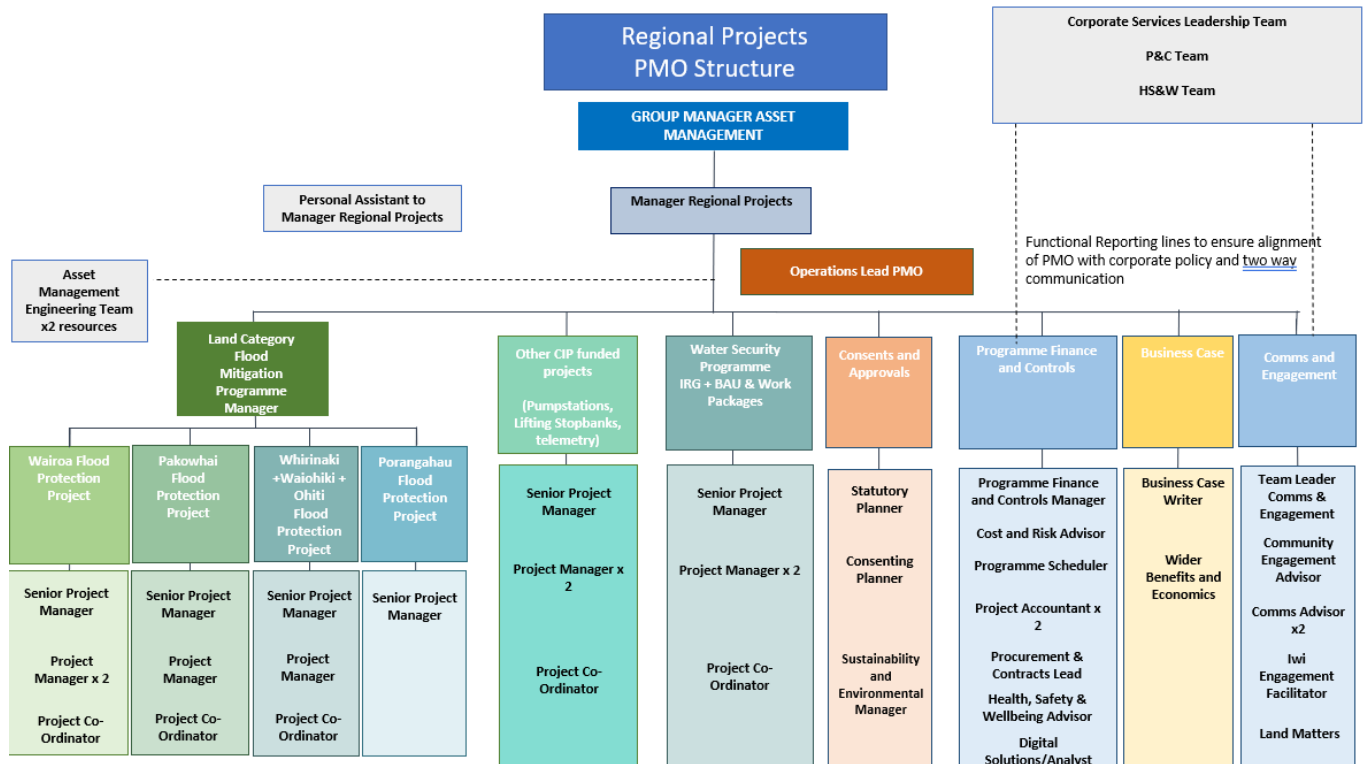
The role of Project Coordinator aims to ensure that all projects are completed on time, within budget and meet high quality standards. As a critical part of the Regional Projects team, the role works closely with project team members, managers and leads to help deliver major organisational projects efficiently. The Project Coordinator manages the administrative tasks, such as document and information distribution, report collation and communication support. The role will be involved in the preparation of comprehensive action plans, including resourcing, timeframes and budgets for projects, as well as various coordination tasks, such as schedule and risk management. There is a requirement for administrative duties, like maintaining project documentation and handling financial queries to be completed.

#### 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

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Develop, maintain and deliver accurate contract administration reporting and processes.
- Assist in administrating the delivery of contract management services.
- Assist in the development of contract documents.
- Administer the tendering of contracts and purchase orders and their award.
- Process accruals, variations, claims, retentions, purchase orders, invoices and payments.
- Follow up to guarantee contractual payments have been made.
- Receipt, tracking and release of bonds, insurance, warrantees, defect periods, and documentation of receipt of project and contract deliverables.
- Develop, maintain and support reporting on compliance with Council processes and procedures.
- Support the Project Managers with coordination of the project management duties.
- Support the preparation of financial analyses of projects and contract cost to date, and in conjunction with the Project Manager prepare cost to complete and variance at complete analyses.
- Support the analysis and reporting of project and contract schedule status and in conjunction with the Project Manager, cost to complete and variance at complete analyses.
- Support the preparation of monthly progress reports by Project Managers and the Manager.
- Understand and communicate information that allows timely management of issues that influence the time and cost outcomes of a project, including project based financial control.
- Ensure council policy and legislative obligations are met.
- Ensure effective monitoring, analysis and regular reporting on implementation against plans.

- Help prepare budgets.
- Analyse risks and opportunities
- Oversee project procurement management.
- Act as the point of contact and communicate project status to all participants.
- Use tools to monitor working hours, plans and expenditures.
- Issue appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports.
- Ensure standards and requirements are met through conducting quality assurance tests.
- Provide accurate and timely delivery of administrative support to the Projects team.
- Implement organisation and improvement of data filing and data capture systems.
- Ensure efficient project and contract information management and data entry into council information systems.
- Assist in the production of financial / KPI and monthly reports.
- Assist in the management of departmental costs and budgets.
- Contribute to the establishment of a strong stakeholder/customer and solutions focused culture.
- Ensure the establishment and maintenance of strong and meaningful relationships with key agreed/targeted external and internal stakeholders.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Team members
- Project Managers
- Engineering Team Leader
- Executive Assistants
- Regional Asset Manager
- Finance team
- People & Capability team

### External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professional
- 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.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

## 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.

- National Certificate Level 3 or equivalent
- 5 years' experience in the development, review and administration of contracts including professional services agreements.
- Previous experience in office management and project administration.
- Experience in project management, from conception to delivery
- Familiarity with risk management and quality assurance control
- Experience with project management tools
- Valid driver's licence required

## **Knowledge**

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

- A practical working knowledge of procurement methodology.
- A sound knowledge of contract administration procedures, including progress payments.
- Strong numerical and analysis skills
- A sound knowledge of Project Management practices including progress reporting, schedule, and cost analysis.
- Office management skills (including end of year financial processes)
- Proficiency in MS Word, Excel, Project, PowerPoint and other database and information management systems
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans.
- Solid organizational skills, including multitasking and time-management.
- Strong client-facing and teamwork skills
- Analytical skills.
- Knowledge of financial reporting systems and requirements.
- 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**

- Excellent communication skills (oral and written)
- Excellent interpersonal skills
- High attention to detail and data entry skills
- Sound judgement and initiative
- Ability to anticipate change, remain flexible and be innovative.
- 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.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name