

Projects and Programmes Coordinator

Purpose | Te arotahi mātua

The Projects and Programmes Coordinator is responsible for overseeing the day to day administration at Taranaki's three regional gardens. This will also include programming and managing capital projects and the maintenance of the asset base to enable the effective delivery of the Regional Gardens.

The Projects and Programmes Coordinator will:

- Coordinate the Regional Gardens general and financial administration
- Programme and manage capital projects and asset maintenance programmes
- Contribute to the strategic leadership and direction of the Regional Gardens team and implementation of the Council's strategic and operational plans.

The role encompasses engagement with iwi/hapū, the science community, and a range of internal and external stakeholders. This includes helping to build strong and enduring relationships with these stakeholders. Effectively communicating Councils regional garden objectives to a range of audiences is a key aspect of this role.

The Council has a leadership and staff development programme (Our TRC). This role will have an excellent understanding of the programme and will be committed to its implementation at both an individual and organisational level.

Role dimensions | Te ahū mahi

Responsible to:	Regional Gardens Manager
Responsible for:	Regional Gardens team
Primary location:	Stratford, although travel throughout the region maybe required as part your daily duties
Job context:	Permanent, Full-time
Position grade:	

Organisational context | Te horopaki whakahaere



Role specific areas of responsibility | Whakaritea ngā wāhanga kawenga

The key responsibility areas are provided as a guide only. Performance measures for this job will need further discussion between the job holder and People Leader/Manager as part of the performance development process.

Gardens and Asset Management

- Coordinate and undertake the Regional Gardens general and financial administration
- Ensure that a scheduled maintenance programme is developed and delivered for the regional gardens asset base.
- Ensure that compliance requirements are met within the Regional Gardens asset base.
- Manage the delivery of the Regional Gardens capital and asset maintenance programmes, including project, compliance and contract management delivery.
- Manage the planning, implementation, monitoring and reporting of Regional Gardens asset maintenance programmes, including preparation of reports for Council as required.
- Assist the Regional Gardens Manager in the preparation of budgets and subsequent financial management, including implementation, and reporting of performance.
- Assist the Regional Gardens Manager with the preparation of the yearly work programmes for the gardens.

Stakeholder engagement

- Consult and collaborate with a diverse range of external and internal stakeholders to deliver the strategic goals of the Regional Gardens team and wider Council.

Financial management and reporting

- Accountable and responsible for managing a budget as set out in the Taranaki Regional Council Delegations Manual.
- Manage capital works programmes as directed by Regional Gardens Manager.
- Assist in the preparation of Regional Gardens team budgets and subsequent financial management, including implementation, and reporting of performance.
- Assist in the creation of partner level relationships and contracts with suppliers.

Health and safety

- Take all practicable steps to ensure a safe and healthy workplace by promoting, implementing and supporting appropriate health and safety practices.
- Induct and monitor contractors on-site.
- Monitor the risks and develop appropriate mitigation strategies for identified health and safety risks identified in the Regional Gardens.
- Ensure that measures are in place to protect the health, safety and welfare of visitors to Regional Gardens.
- Improve health and safety processes within Regional Gardens in collaboration with Regional Gardens Manager.

Special requirements

- Must be able to undertake the physical requirements of the position.
- May be expected to work under conditions in which personal risk is incurred and safety procedures must be adhered to in accordance with the Council's Policies and Procedures.



Organisational areas of responsibility | Ngā wāhanga whakahaere

- **Be a team player** – Contribute to the greater team and organisational goals by completing projects and tasks in an efficient and effective manner, including any additional activities as directed by your People Leader.
- **Be flexible and adaptable** – Flexible work arrangements meet the needs of our customers, the Council and the individual and may include the need to work outside normal office hours from time-to-time.
- **Look after yourself and others** – Work within the Council's health and safety systems, policies and procedures at all times to limit risk and keep yourself and those around you safe.
- **Work with integrity** – Maintain high professional and ethical standards that align with relevant legislation, Council policies and our values.
- **Develop yourself and others** – Proactively seek out opportunities for your own professional development and work alongside others to develop them, including actively taking part in Our TRC.
- **Be culturally aware** – Show appreciation and understanding of Māori culture and values and put these into practice in your work.
- **Be an agent for change** – Always be on the lookout for ways to do things better, faster or smarter and be an active participant in the continuous improvement culture.
- **Be digitally savvy** – Understand and be competent in the use of digital technologies relevant to your role, including processing and storage of Council information in line with relevant policies.
- **Emergency planning and response** – Where required, participate in emergency management training exercises and support Council during an emergency management response, having due regard to the safety of your family.
- **Live our values** - Be aware of and demonstrate our values in ways that support inclusivity in every aspect of our work.

Delegations of authority | Te tuku mana

Delegations for all roles are set out in the **Taranaki Regional Council Delegations Manual** as appropriate.

Personal specifications | Ngā whakaritenga whaiaro

- Qualifications**
- A tertiary qualification in Project Management and or Business Administration or a field that is relevant to the specialisation of this role is required.
 - Preferably a Level 7 qualification in project management, business administration or equivalent.
- Experience**
- At least five years' experience in project management preferably in local government.
 - Have technical and practical proficiency and competency relevant to this role's specialisation.
 - Experience with building and maintaining effective relationships and gaining the cooperation of a wide range of internal and external stakeholders.
 - Experience and background in operational delivery roles, e.g. resource management, landscaping, gardening, farming etc.
- Skills**
- Ability to think strategically and take a council-wide perspective.
 - Excellent verbal, written and interpersonal communication skills with an ability to influence.
 - Strong organisation and time management skills with an ability to multi-task, delivering complete solutions within agreed timeframes.
 - Critical thinking skills applied to complex and varied business problems
 - Able to quickly build and maintain trust, and influence and negotiate to achieve positive outcomes.
 - Able to resolve conflict in a positive and productive way.
 - Project management experience.
 - Business administration skills.
 - Ability to work unsupervised.
 - Current driver's licence essential (manual vehicles).
- Knowledge**
- Working knowledge of tikanga Māori and Te Reo.
 - Advanced Project Management knowledge.
 - Working knowledge of Local Government legislation and how to operate in this environment.
 - Advanced administration skills.
 - Advanced Health and Safety knowledge.

Personal attributes

- **Collaborative** – can connect with others, listens, reads people and situations, communicates tactfully.
- **Goal orientated** – shows commitment and ambition.
- **Strategic thinker** – ability to think analytically and critically, with the big picture in mind.
- **Integrity** – leads with purpose and inclusiveness.
- **Resilience** – displays resilience, maintains composure.
- **Self-aware and agile** – able to receive feedback on own performance, can self-assess, adapts approach, and commit to own growth and development.
- High degree of self-motivation.
- Warm, friendly and welcoming personality.
- Self-motivated.



Functional relationships | Te whanaungatanga mahi

Build, maintain and role model meaningful effective and sustainable relationships with;

- Internal**
 - All Taranaki Regional Council staff
 - Councillors

- External**
 - Mana whenua
 - General public
 - Pukeiti Rhododendron Trust
 - Contractors
 - Volunteers
 - Regional community
 - Other Regional/District Councils
 - Peer organisations.

Changes to job description | Ngā huringa ki ngā whakaahuatanga mahi

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.



Our key messages | Ko ā mātou kōrero mātua

Taranaki Regional Council works with the Taranaki community:



Improving lifestyles
Supporting livelihoods
Taking Taranaki forward

Our mission | Tō tātou mīhana

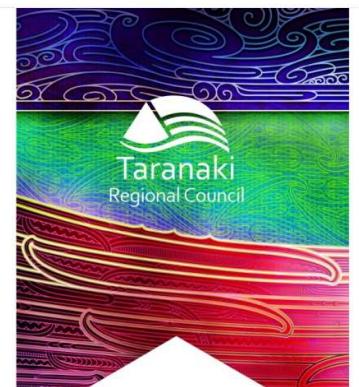
To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources.
- Safeguarding Taranaki's people and resources from natural and other hazards.
- Promoting and providing for significant services, amenities and infrastructure.
- Representing Taranaki's interests and contributions to the regional, national and international community.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our values | Tō tātou whanonga pono

- **Integrity** | We do what it is right, rather than what is easy.
- **Teamwork** | We are one TRC team, working together with courage and purpose.
- **Care & Respect** | We demonstrate care and respect for ourselves and others; we treat everyone with dignity.
- **Agility** | We strive for excellence, embracing change as an opportunity for innovation.



Our health and safety | Tō tātou Hauora me te haumaru

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

There are two key points to health and safety:

- 1** The safety of our people and the communities in which we operate always comes first.
- 2** We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning

