

## JOB DESCRIPTION

<b>Job Title</b>	Project Management Office (PMO) Coordinator
<b>Position Status</b>	Fixed-Term
<b>Hours of Work/Days of Work</b>	24 hours per week – Monday to Friday
<b>Business Unit &amp; Team</b>	Strategic Improvement
<b>Reports to</b>	Manager, Strategic Programmes & Engagement
<b>Direct Reports</b>	N/A
<b>Base Location</b>	Mangawhai or Dargaville
<b>Salary Grade</b>	Grade 14
<b>Delegations</b>	N/A
<b>Key Internal and External Partners/Customers</b>	Project Administrator, Manager Strategic Programmes & Engagement, Project Managers, Contractors, Systems Providers,

## ABOUT KAIPARA

*Kaipara te Oranganui. Two oceans, two harbours.*

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

## ROLE PURPOSE

The PMO Coordinator undertakes portfolio and project coordination duties. These include a wide range of support activities across the project lifecycle including governance and project delivery support, systems administration, production of reports and other administrative duties.



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

## KEY RESPONSIBILITIES

<p><b>PMO Office and Governance Support</b></p>	<ul style="list-style-type: none"> <li>• Be responsible for maintenance and support of Edison365 (Portfolio Project Management PPM solution).</li> <li>• Be responsible for the training of PMO tools, solutions and processes.</li> <li>• Ensure PMO governed projects are compliant with KDC policy and process standards.</li> <li>• Assist with submission of project reports and other deliverables including monthly project status reports.</li> <li>• Maintain the project actions and decision registers following up on corrective actions and assist project managers to ensure risk, issue, and action registers are maintained on a monthly basis.</li> <li>• Assist Project Managers with submission of project deliverables and project change request documentation as per PMO governance procedure.</li> <li>• Assist in analysing business requirements and facilitating workshops.</li> <li>• Be responsible for the on boarding of any new project staff to the PMO, Edison365 and Project Hub resources.</li> <li>• Build and cultivate productive relationships with stakeholders.</li> <li>• Be responsible for portfolio governance meeting documentation including minutes and actions agendas and summary reports.</li> <li>• Maintain project SharePoint sites, Promapp and Project Hub.</li> </ul> <p>Allocate administrative support duties to the PMO Administrator in consultation with Manager, Strategic Programmes &amp; Engagement.</p>
<p><b>Document Management</b></p>	<ul style="list-style-type: none"> <li>• Act as librarian and archivist subject matter expertise (SME) for the programme and projects, ensuring established document creation, storage and retrieval practices across project SharePoint sites.</li> <li>• Publishing and registering approved documents.</li> <li>• Effective processes should be in place to identify, monitor and ensure team members have access to accurate information.</li> </ul>

## KDC CORE RESPONSIBILITIES

<p><b>Health, Safety &amp; Wellbeing</b></p>	<ul style="list-style-type: none"> <li>• Take care of your own health, safety and wellbeing and that of others affected by your work.</li> <li>• Ensure prompt reporting of all Health and Safety hazards or incidents.</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>• Participate in monthly and yearly roadmap planning and chats with your manager.</li> <li>• Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.</li> <li>• Complete annual mandatory learning.</li> </ul>
<p><b>Other Organisational</b></p>	<ul style="list-style-type: none"> <li>• Provide CORE customer experience (connected, open, reliable and easy).</li> </ul>

### Responsibilities

- Champion our values.
- Adhere to our ways of working (WoW).
- Observe KDC policies, procedures and guidelines.
- Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice.
- Maintain records in compliance with the Public Records Act 2005.
- Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies.
- Other tasks and/or projects as assigned.

## COMPETENCIES

### Leader of Self

- Work Together
- Deliver Results
- Champion Innovation
- Provide Customer Experience Excellence
- Make Informed Decisions
- Communicate Clearly

## SUCCESS PROFILE

### Qualifications & Experience

- 2 years+ administration/ planning (or similar) experience – essential
- Project Management Foundation level certification – preferred
- Finance experience (ability to understand project management financials) – essential
- Proven experience with Microsoft suite of products – essential
- Experience with Edison365 – preferred
- Experience in Sharepoint – preferred

### Role Specific Skills & Attributes

- Ability to build strong working relationships and a strong team player
- Ability to understand processes and procedures
- A strong customer focus, with a commitment to high levels of service
- Excellent communication skills, including written and verbal
- Ability to problem-solve and pre-empt challenges
- An ability to thrive under pressure and deliver in demanding situations
- A proactive and collaborative approach
- Attention to detail and accuracy
- A self-starter, with the ability to work independently under minimal supervision
- Ability to prioritise effectively and work on multiple tasks concurrently



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

- A passion for continuous improvement and enhancing ways of working
- Cultural respect and awareness

### Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY