

JOB DESCRIPTION

Job Title	Infrastructure Project Coordinator
Position Status	Permanent
Business Unit & Team	Strategic Improvement, Project Delivery
Reports to	Manager, Project Delivery
Direct Reports	N/A
Base Location	Mangawhai/Dargaville
Salary Grade	14
Delegations	None
Key Internal and External Partners/Customers	TBC

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 primary purpose of this role is to support the Project Delivery team through the co-ordination of activities and reporting of the broader portfolio of capital projects.

The Project Delivery team develop projects through planning, design and construction. Support includes budget tracking, 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

Project Support	Responsible for: • Raising purchase orders and ensuring invoices/claims are processed accurately. • Complete month end accruals where appropriate. • Reconciliation and journals as required for capital project spend. • Filing signed contracts and approvals. • Ensuring portfolio files are up to date for all project data. • Assist in collation of information for project reports and deliverables including project status reports, risk and issue registers, schedule and change requests. • Developing and maintaining accurate registers of contract information including retentions in accordance with required standards. Provide support for: • Finance and audit teams with project approvals, spend, allocations and reporting. • Document management and processes. • Project establishment for tenders, evaluations and procurement plans. • Contract management including variations. • Project closure including completion certificates and asset creation information. • Service Requests.
------------------------	---

KDC CORE RESPONSIBILITIES

Health, Safety & Wellbeing	• Take care of your own health, safety and wellbeing and that of others affected by your work. • Ensure prompt reporting of all Health and Safety hazards or incidents
Professional Development	• Participate in monthly and yearly roadmap planning and chats with your manager. • Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities. • Complete annual mandatory learning.
Other Organisational Responsibilities	• Provide CORE customer experience (connected, open, reliable and easy) • 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



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

- 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

- 1-2 years of comparable experience.
- Experience supporting project management activities, including risk and issue tracking, schedule management and business analysis.
- Project management qualification foundation – desirable.

Role Specific Skills & Attributes

- Attention to detail and accuracy.
- Ability to build strong working relationships and to work with different staff to deliver outcomes together.
- Solid numeracy skills, able to understand concepts of budget, actual spend, committed spend, and forecast spend.
- Strong customer focus, commitment to service delivery.
- Excellent interpersonal and communication skills.
- Ability to find ways of creatively solving or pre-empting problems in a timely manner.
- Commitment to maintain a high standard of work ethic.
- Local Government experience.
- Advanced Excel, SharePoint and workflow skills.
- Ability to maintain confidentiality.
- Ability to work independently and with minimal supervision.
- Ability to prioritise effectively and work on multiple tasks concurrently.

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