# Position Description

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| **Position Title:** | **Portfolio and Programme Coordinator** |
| **Reports To:** | Manager – Portfolio Management |
| **Responsible For:** | N/A |
| **Group and Team:** | Capital Portfolio – Portfolio Management |
| **Children's Worker:** | No |
| **Delegations and Budget Responsibilities:** | As per the Delegations Register |

## Purpose

To provide portfolio and programme coordination, governance and reporting support across the Capital Portfolio Group, to ensure effective alignment, visibility, and delivery of projects and programmes in line with Council's priorities and direction from the Group Manager.

To be accountable for coordinating portfolio and programme governance processes, consolidating and assuring reporting, maintaining data integrity across portfolio systems, and supporting financial and delivery alignment across projects. This includes oversight of governance cadence, preparation and quality assurance of reporting, maintenance of portfolio registers (risks, issues, dependencies and decisions), coordination of project intake and stage gate processes, and enabling consistent application of portfolio and programme standards, systems and practices across the organisation.

## Key Relationships

### External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

### Within Council

- Other team members in your Department/Group.
- Our Council Programme Leadership Team
- IS and IM teams
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

## Our Compass Values and Behaviours

### Responsibility

**Take ownership of decisions and outcomes, both collectively and individually.**

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

### Above and Beyond

**Take opportunities to go the extra mile.**

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

### Respect

**Everyone is important, as are their views.**

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidentiality and avoid hurtful gossip.

### Positivity

**Always look on the bright side of life.**

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.



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## What You Will Do *(provided as a guide only)*

### Portfolio Coordination & Governance Support

- Coordinate portfolio delivery activities across the Capital Portfolio Group, ensuring alignment with organisational priorities and direction from the Manager – Portfolio Management.
- Coordinate portfolio-level delivery support across multiple projects and programmes, ensuring alignment, consistency and integration across workstreams.
- Coordinate and administer the portfolio governance cadence (PGG, PCG and ELT interfaces), ensuring structured, timely and decision-ready inputs.
- Prepare and review governance reports, project status reports, presentations, agendas and minutes to ensure accuracy, consistency, and quality of information.
- Review governance submissions for completeness, consistency and alignment with agreed templates and standards.
- Maintain accurate, complete, and auditable records of governance decisions, actions and approvals in line with Council systems and requirements.
- Coordinate with project managers and stakeholders to ensure timely provision of reporting and governance inputs
- Ensure portfolio governance processes are applied consistently and effectively across all projects.

### Programme Coordination & Governance Support

- Support Programme Managers in co-ordinating programme governance forums through management of governance meeting processes, including agenda development, coordination of reporting inputs and preparation of supporting materials.
- Ensure all governance forums, workshops and stakeholder coordination are effectively organised, documented and followed up, including accurate minute taking and action tracking.
- Maintain programme milestone schedules, decisions, risks, assumptions, issues, dependencies and change records to support governance and reporting.
- Monitor programme governance actions and escalate overdue items.
- Support programme mobilisation, tranche reviews and closure activities.
- Coordinate programme reporting and assurance activities in support of Programme Managers.
- Coordinate information from projects to maintain an integrated programme-level view of progress, risks, dependencies and key milestones.
- Coordinate with project managers and stakeholders on timeframes and expectations for project status reporting and governance deliverables.
- Maintain portfolio and programme systems, records, templates and documentation and support implementation of approved improvements.
- Manage invoice processing and administrative tasks, ensuring accuracy, appropriate coding and timely submission for approval.
- Maintain a high level of organisation and time management to meet competing deadlines and priorities across the portfolio and programmes.
- Support the consistent application of portfolio methodologies, governance processes and organisational practices and coordinate required approvals.
- Actively support team collaboration and contribute to effective decision-making across the Capital Delivery Group.

### Working Relationships

- Establish and maintain effective working relationships with internal and external stakeholders, including project managers, business owners, ELT, and key delivery partners, to support coordinated portfolio and programme delivery.



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- Act as a central coordination point across the Capital Portfolio Group, facilitating communication, alignment, and information flow between projects, programmes and governance forums.
- Work closely with the Group Manager, PMO, finance, and digital teams to ensure alignment across governance, financials, systems and delivery priorities.
- Engage proactively with project managers to support reporting, governance requirements and portfolio processes, while holding stakeholders to account for timely and accurate inputs.
- Build strong working relationships across the organisation to support the effective operation of portfolio governance, reporting and delivery activities.
- Promote and reinforce portfolio governance processes, standards and ways of working, ensuring consistency and discipline across all projects.
- Contribute to a high-performing team environment, operating effectively in a fast-paced setting with competing priorities.
- Communicate clearly, confidently, and professionally across all levels of the organisation, including preparing and presenting information where required.
- Seek input, feedback, and expertise from others to support delivery outcomes and continuous improvement.
- Demonstrate a proactive approach to learning and development, building capability in portfolio coordination, systems and governance practices.

## Professional Development

- Develop capability in portfolio coordination, governance, reporting and financial management within a capital delivery environment.
- Develop understanding of programme management principles, benefits management and dependency management.
- Build capability in the application of MSP, PRINCE2 and portfolio management practices.
- Build knowledge across a range of capital, infrastructure, and digital projects and programmes.
- Develop proficiency in portfolio systems and tools, including PowaPlanner, TechnologyOne and reporting platforms.
- Strengthen understanding and application of project and portfolio management frameworks and governance processes.
- Contribute to the ongoing improvement and maturity of portfolio practices, systems, and processes.
- Take a proactive approach to learning and continuous improvement within a high-performing team environment.

***Note:*** *Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.*



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## What You Will Bring

The qualities, knowledge, and skills below are the key focus for this role and are used to assess an applicant's suitability for the position and the incumbent's performance.

### Education and Qualifications

***Essential:***

NCEA Level 3 or an equivalent qualification in English, Maths and Computing
Formal project management training
Project Management Qualification or working towards (Prince2, Diploma, NZQA, CAPM or PMP)
Current NZ full Driver's licence

***Desirable:***

BSc/BA in business administration or relevant field
PMI NZ membership

### Knowledge, Skills and Experience

***Essential:***

A minimum of 3 years' experience as a Programme/Project Coordinator or relevant position
Experience with meeting organisation and minute taking
Good organisational and administration skills
Ability to work accurately and pay meticulous attention to detail, maintaining strict adherence to established systems, policies and procedures.
Knowledge of programme and project management (and an understanding of the difference between programme and project management)
Knowledge of project or programme financial management including budgeting, bookkeeping and reporting
Knowledge and experience using MS project, MS Teams and other Cloud-based tools and applications
Confidently use Microsoft suite of tools to present information to a variety of audiences.
Advanced computer skills, including use of Microsoft Word, Excel and PowerPoint & Project
Excellent time management and organisational skills with the ability to prioritise and meet deadlines
Outstanding communication skills, both written and verbal

***Desirable:***

Experience with large business transformation, change management or technology programmes
Experience of the local government environment

## Agreement

**Employee**

*Name* *Sign* *Date*

**Manager**

*Name* *Sign* *Date*



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***Note:*** *From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.*



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## What We All Do

### Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

### Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

### Health, Safety and Wellbeing

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Wellbeing policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

### Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

### Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.



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