

# POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



In Title:	Project Coordinator – Enabling Communities
Group:	Transformation and Strategic Alignment Group
Function:	Enterprise Portfolio Management Office
Reports to:	Coordination Practice Lead
Location:	National Office, Wellington
Direct Reports:	No
Budget:	No

## PUBLIC SERVICE PURPOSE STATEMENT

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

## OUR ORGANISATION

### About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

### Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

### Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

### The Oranga Tamariki way

We're introducing a new way of doing things. A way of looking at the world that guides everything we do:



**Our core outcomes**

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

## POSITION PURPOSE

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We are looking for an experienced Project Coordinator to join our Enabling Communities Programme. Enabling Communities is a transformative initiative that gives selected partners an opportunity to redesign and reimagine what care looks like for their own tamariki and whānau.

The Project Coordinator will contribute to our new prototype initiatives, providing the forming project team with excellent coordination support across this ground-breaking partner-led programme.

The role sits within the Enterprise Programme Management Office (EPMO) team and will be connected to a community of Project and Programme Coordinators. You'll also be embedded in the Enabling Communities Programme team, with a dotted reporting line to the Programme Manager. The Project Coordinator plays a critical role in project delivery to maintain efficient workflow, structured reporting, and risk and issues management.

As an experienced Project Coordinator, you will be expected to contribute to the improvement of Oranga Tamariki coordination practice, sharing knowledge through Communities of Practice and group hui, alongside other Project and Programme Coordinators.

## KEY ACCOUNTABILITIES

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<b>Key Result area</b>	<b>Key Accountabilities</b>
<b>Project Coordination</b>	<ul style="list-style-type: none"><li>- Prepare governance reports, project status reports, presentations, agendas and minutes, and maintain logs and registers ensuring stakeholders receive timely actionable insights.</li><li>- Develop (in consultation with stakeholders) robust project schedules including identifying sequence of tasks, dependencies between tasks, and effort to complete.</li><li>- Review project plans regularly to ensure tasks and milestones are being achieved in a timely manner.</li><li>- Drive accountability by following up on actions, addressing challenges and escalating issues to the Project Manager where necessary.</li><li>- Enable the project team to achieve outcomes by establishing and maintaining standards, tools and procedures for information management.</li><li>- Secretariat functions for steering groups, advisory groups, project meetings and workshops, ensuring smooth execution and engagement.</li><li>- Undertake other tasks as directed by your project or programme manager from time to time as agreed.</li></ul>

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## IN-CONFIDENCE

<b>Key Result area</b>	<b>Key Accountabilities</b>
<b>Risk Management</b>	<ul style="list-style-type: none"><li>- Take an active part in the project issue/risk management process, by contributing to the identification and prioritisation of existing and potential issues and risks and helping to develop strategies and controls to mitigate these.</li><li>- Use sound judgement to identify which issues and risks should be escalated to governance groups and prepare relevant documentation.</li></ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"><li>- Build and maintain effective relationships with a wide range of people in addition to your own team, including project sponsors, senior managers, stakeholders, other project team members and managers, external agencies and vendors.</li></ul>
<b>Being part of the Oranga Tamariki team</b>	<ul style="list-style-type: none"><li>- Actively and positively participate as a member of the team.</li><li>- Proactively look for opportunities to improve the operations of Oranga Tamariki.</li><li>- Perform any other duties as needed from time to time by Oranga Tamariki.</li><li>- Comply with and support all health and safety policies, guidelines and initiatives.</li><li>- Ensure all incidents, injuries and near misses are reported into our H&amp;S reporting tool.</li><li>- Comply with all legislative and regulatory requirements and report any breaches as soon as they become known.</li><li>- Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct.</li><li>- Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.</li></ul>

## KEY RELATIONSHIPS

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| <b>Internal</b> | <ul style="list-style-type: none"><li>- Lead Programme Manager</li><li>- Enabling Communities Senior Leadership Team</li><li>- Enabling Communities Programme Team</li><li>- Service Design Team</li><li>- Māori Partnerships &amp; Communities Team</li><li>- Senior Communication Advisors</li><li>- Enterprise Portfolio Management Office</li></ul> |
| <b>External</b> | <ul style="list-style-type: none"><li>- Enabling Communities partners</li></ul>   |

## QUALIFICATIONS & EXPERIENCE

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| <b>Qualifications</b> | <ul style="list-style-type: none"><li>- Proficiency in the Microsoft Office suite, SharePoint and other Microsoft applications.</li><li>- Have a working knowledge of project methodologies and a good understanding of common project terms and concepts.</li></ul> |
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| <b>Experience</b> | <ul style="list-style-type: none"><li>- Demonstrated organisational experience in supporting a project manager with planning and logistics, preferably on complex pieces of work.</li><li>- Experience in producing effective presentations, status reports and other project artefacts.</li><li>- Good understanding of the machinery of Government.</li><li>- Experience working in operational change projects would be valuable.</li><li>- Experience working in partnership with Māori-led or Iwi organisations is desirable.</li></ul> |
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| <b>Skills</b> | <ul style="list-style-type: none"><li>- Excellent verbal, written and interpersonal communication skills.</li><li>- Be flexible and highly adaptable to ever changing priorities.</li><li>- Self-motivated and ability to work unsupervised.</li><li>- Sound judgement and initiative.</li><li>- Ability to work effectively with team members, project leaders, and partners in a collaborative way that inspires and supports delivery.</li><li>- Excellent attention to detail, time management and planning skills.</li><li>- Ability to quickly build trust, rapport and credibility at all levels within the programme, the organisation, and with external partners.</li></ul> |
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