

PART A: JOB SUMMARY

To provide clear goals, expectations, and feedback so that each member of the team can significantly multiply their contribution to WellingtonNZ and to their own success.

Name of role:	Programme Coordinator (Fixed-term) – Regional Economic Development Plan
Reports to:	Programme Manager - Regional Economic Development
Direct Reports:	Nil
Date:	November 2021
Purpose of the job:	<p>The role is responsible for supporting the development of the Wellington Regional Economic Development Plan (REDP). This includes:</p> <ol style="list-style-type: none"> 1. Coordinating and managing the assessment process of regional initiatives for the REDP. 2. Supporting, tracking, and recording Stakeholder Engagements from the Engagement Plan 3. Supporting the successful development of the Wellington Regional Economic Development Plan. <p>This is a fixed-term position until 30 August 2022 due to funding commitments ending on this date.</p>

PART B: JOB DESCRIPTION

Key responsibilities: Specific actions, tasks, or areas of responsibility this role will oversee.

Area of responsibility	Actions/ Tasks
<p>Programme Coordination</p>	<ul style="list-style-type: none"> • Work with the Programme Manager - Regional Economic Development to support the activities of the Programme Team and Steering Group. • Manage the process of assessing regional initiatives including information gathering, coordination of the review panel, recording the outcome and feedback to the initiative owner(s). • Support, track, and record Stakeholder Engagements from the Engagement Plan (multiple stakeholders). • Support the successful development of the Wellington Regional Economic Development Plan. <p>In doing so you will:</p> <ul style="list-style-type: none"> • Progress the wider objectives of the organisation in delivering the REDP when communicating and working with stakeholder organisations. • Provide strong programme coordination. • Preparing briefings and reports to present key information to various stakeholders. • Provide support to the Programme Manager, Programme Team, and project owners for their effective planning, monitoring and delivery of projects. • Support Programme Team and project owners to achieve project milestones including encouraging collaboration and cooperation between agencies/projects and across work streams where needed. • Through analysis of project practices, work with the REDP Programme Manager to identify/outline problems, opportunities and then provide support to help deliver successful outcomes of the project activities. • Research and recommend appropriate implementation pathways for priority initiatives. • Develop a working programme document that outlines the key sectors, initiatives, accountabilities, implementation status, costs, and progress for reporting purposes.

Area of responsibility	Actions/ Tasks
	<ul style="list-style-type: none"> • Utilise interpersonal skills to facilitate group engagement and support meetings to maintain a focus on delivering outcomes.
Administration	<ul style="list-style-type: none"> • Provide administrative support to the REDP Programme Manager through: <ul style="list-style-type: none"> ○ Facilitate meeting processes for stakeholder groups; ○ Prepare and take minutes, ensure participants are briefed and supported; ○ Prepare briefings/analyse projects reports as required; and ○ Any other reasonable tasks as required. • Use appropriate software to manage meetings, conversations and projects in an efficient way and a way which engages participants.
Stakeholder collaboration	<ul style="list-style-type: none"> • Work with the participants in the Programme Team and Steering Group to ensure that mutual goals are achieved and that they are by being well informed able to both offer better support and leverage activities for their community of interest. • Work with WellingtonNZ to leverage the resources and capacity it has as the Regional Economic Development Agency to support delivery • Creates and maintains engagement with a range of stakeholders to identify their needs and involve their aspirations in the work programme.
Health, safety, wellbeing and compliance	<ul style="list-style-type: none"> • Take an active role in identifying and mitigating any health and safety risks to yourself and others • While at work, take reasonable care for your own health and safety and ensure what you do does not negatively affect the health and safety of others • Comply, as far as you possibly can, with any instructions, policies, procedures, or guidelines given by WellingtonNZ in relation to health, safety, and compliance • Report any potential hazards or risks to health and safety or the environment as soon as is possible to take immediate action to minimise or mitigate these if it is not potentially harmful to your own health and safety.

Job outcomes: Visible and measurable evidence of success in this role.

Outcomes/Results	Target Measure
Programme Coordination	<ul style="list-style-type: none"> • Ensure good practice in Project Coordination disciplines within Programmes and Projects. • Mechanisms and protocols are established that ensure regular dialogue with all Programme participants including contractors to promote problem solving, team working, risk-sharing and implementation. • Champion good practice programme coordination disciplines amongst stakeholders and partners.
Administration	<ul style="list-style-type: none"> • Meeting participants are well supported to have successful meetings due to timely preparation of agendas, circulation of minutes, briefings prior to meetings as required. • Documents, files and procedures are accurately prepared and maintained. • Content is prepared proactively and in collaboration with the Programme Manager.

Competencies: Specific skills, traits and competencies necessary to be successful in this role.

Competency	Description of competency
Functional skills and experience	<ul style="list-style-type: none"> • Experience in a programme or project administration or coordination role including demonstrated experience in the development and application of good project practices • Experience in supporting and maintaining relationships with a wide range of stakeholders • Understanding and knowledge of iwi/Māori relationships and projects, including knowledge and skills in an iwi/Māori context and the application of Te Tiriti o Waitangi, Tikanga and te reo Māori. • Has an understanding of financial budgeting/planning and forecasting • Effective interpersonal and communication skills, including proven ability to communicate at all levels and ability to adapt communications and presentations according to the audience • Knowledge of the region, its people and its economic development opportunities and objectives

Competency	Description of competency
Creating a vision	<ul style="list-style-type: none">• Understanding the strategic context• Challenging the status quo• Accepting challenges• Committing to the vision
Leading with purpose	<ul style="list-style-type: none">• Living our values• Having the courage to question and speak up• Adapting your style to meet individual needs
Making things happen	<ul style="list-style-type: none">• Giving timely and constructive feedback• Staying close to the issues• Collaborating for better decision-making• Recovering quickly from setbacks
Building an awesome team	<ul style="list-style-type: none">• Valuing uniqueness and differences in others• Trusting others• Sharing information, collaborating and helping others
Being authentic and inclusive	<ul style="list-style-type: none">• Recognising you own strengths and areas for development• Asking for and responding positively to feedback• Questioning and challenging others with respect• Owning your mistakes.

Values: Our purpose & values which bring to life WellingtonNZ’s aspired culture.

Our purpose	Our organisational values	Our culture
<p>To make the Wellington region wildly famous</p>	<p>Do it together Dare to be different Show the passion Find the fun Focus on the customer</p>	<p>Collaborative People centered Supportive Constructive Open Recognition Celebrate success Empowerment Ownership Accountability Learning, coaching and personal growth</p>