

## 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.

<b>Name of role:</b>	Project Coordinator (Fixed-term)
<b>Reports to:</b>	WellingtonNZ, GM Regional Development, Destination and Attraction
<b>Direct Reports:</b>	Nil
<b>Date:</b>	November 2020
<b>Purpose of the job:</b>	<p>The role is responsible for facilitating meetings of community and government stakeholders to progress projects relating to the Wairarapa Economic Development Strategy (WEDS).</p> <p>This includes preparing and writing project briefs and plans, and providing analysis which will outline problems, opportunities and solutions for projects and the associated portfolio of work.</p> <p>This is a fixed-term position until 30 June 2021 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
Project Coordination	<ul style="list-style-type: none"> <li>• Work with the Chair of the WEDS Governance Group to support the activities of the group in all required ways</li> <li>• To forward the wider objectives of the organisations involved in delivering the WEDS when communicating and working with stakeholder organisations</li> <li>• Provide strong project coordination</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide support to project and activity leads for their effective planning, monitoring and delivery of projects.</li> <li>• Support project managers/owners to achieve project milestones including encouraging collaboration and cooperation between agencies/projects/workstreams and across work streams where needed</li> <li>• Write project briefs, provide analysis and undertake research as required to progress projects prioritised by the Steering and Governance Groups</li> <li>• Through analysis of project practices, work with the WEDS Programme Chair to identify/outline problems, opportunities and then provide support to help deliver successful outcomes of the project activities.</li> <li>• Utilise interpersonal skills to facilitate group engagement and support meetings to maintain a focus on delivering outcomes.</li> <li>• Managing the budgets provided for projects supported by the WEDS</li> </ul>
<p><b>Report and Submission writing</b></p>	<ul style="list-style-type: none"> <li>• Work with the Chair of the WEDS Governance Group to prepare and write submissions and reports in regard to any subject that is relevant to the delivery of the WEDS:             <ul style="list-style-type: none"> <li>○ Source, extract and utilise data to demonstrate the matters being discussed in reports and submissions</li> <li>○ Consolidate the views of the Governance Group into well written reports and submissions suitable to be presented to public and private entities whose support will advance the WEDS delivery.</li> </ul> </li> <li>• Ensure that reports and submissions are delivered in a timely manner, meeting any specific deadlines required</li> </ul>
<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• Provide administrative support to the Programme Chair (WEDS) through:             <ul style="list-style-type: none"> <li>○ Facilitate meeting processes for all stakeholder groups.</li> <li>○ Prepare and take minutes, ensure participants are briefed and supported.</li> <li>○ Prepare briefings/analyse projects reports as required</li> <li>○ Any other reasonable tasks as required</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Use appropriate software to manage meetings, conversations and projects in an efficient way and a way which engages participants</li> </ul>
<b>Stakeholder collaboration</b>	<ul style="list-style-type: none"> <li>• Work with the participants in the WEDS Governance Group to ensure that their goals are achieved and that they are by being well informed able to both offer better support to the WEDS and leverage its activity better for their community of interest.</li> <li>• Work with WellingtonNZ to leverage the resources and capacity it has as the Regional Economic Development Agency to support the delivery of WEDS</li> <li>• Creates and maintains engagement with Community Groups to identify their needs and involve their aspirations in the work programme of the WEDS.</li> </ul>
<b>Health, safety, wellbeing and compliance</b>	<ul style="list-style-type: none"> <li>• Take an active role in identifying and mitigating any health and safety risks to yourself and others</li> <li>• 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</li> <li>• Comply, as far as you possibly can, with any instructions, policies, procedures or guidelines given by WellingtonNZ in relation to health, safety and compliance</li> <li>• 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</li> </ul>

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

<b>Outcomes / results</b>	<b>Target Measure</b>
<b>Project Coordination</b>	<ul style="list-style-type: none"> <li>• Ensure good practice in Project Coordination disciplines within projects.</li> <li>• Mechanisms and protocols are established that ensure regular dialogue with all Project participants including contractors to promote problem solving, team working, risk-sharing and implementation.</li> <li>• Champion good practice project coordination disciplines amongst stakeholders and partners.</li> </ul>

<b>Report and Submission writing</b>	<ul style="list-style-type: none"> <li>• Reports and submissions, issued and submitted are delivered in a timely manner, reflect the views of the WEDSAP Governance Group and are well received by others.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Meeting participants are well supported to have successful meetings due to timely preparation of agendas, circulation of minutes, briefings prior to meetings as required.</li> <li>• Documents, files and procedures are accurately prepared and maintained</li> <li>• Content is prepared proactively and in collaboration with the WEDS Programme Chair (WEDS)</li> </ul>

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

<b>Competency</b>	<b>Description of competency</b>
<b>Functional skills and experience</b>	<ul style="list-style-type: none"> <li>• Experience in a project administration or coordination role including demonstrated experience in the development and application of good project practices</li> <li>• Experience in supporting and maintaining relationships with a wide range of stakeholders</li> <li>• 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.</li> <li>• Has an understanding of financial budgeting/planning and forecasting</li> <li>• Effective interpersonal and communication skills, including proven ability to communicate at all levels and ability to adapt communications and presentations according to the audience</li> <li>• Knowledge of the Wairarapa region, its people and its economic development opportunities and objectives</li> </ul>
<b>Creating a vision</b>	<ul style="list-style-type: none"> <li>• Understanding the strategic context</li> <li>• Challenging the status quo</li> <li>• Accepting challenges</li> <li>• Committing to the vision</li> </ul>
<b>Leading with purpose</b>	<ul style="list-style-type: none"> <li>• Living our values</li> <li>• Having the courage to question and speak up</li> <li>• Adapting your style to meet individual needs</li> </ul>
<b>Making things happen</b>	<ul style="list-style-type: none"> <li>• Giving timely and constructive feedback</li> <li>• Staying close to the issues</li> </ul>

Competency	Description of competency
	<ul style="list-style-type: none"> <li>• Collaborating for better decision-making</li> <li>• Recovering quickly from setbacks</li> </ul>
<b>Building an awesome team</b>	<ul style="list-style-type: none"> <li>• Valuing uniqueness and differences in others</li> <li>• Trusting others</li> <li>• Sharing information, collaborating and helping others</li> </ul>
<b>Being authentic and inclusive</b>	<ul style="list-style-type: none"> <li>• Recognising you own strengths and areas for development</li> <li>• Asking for and responding positively to feedback</li> <li>• Questioning and challenging others with respect</li> <li>• Owning your mistakes.</li> </ul>

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

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