



# Infrastructure Priorities Programme (IPP) Coordinator – 12-month Fixed term

**Job title:** IPP Coordinator

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**Reports to:** Director - Economics

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**Direct Reports:** None

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**Location:** Wellington





## About the New Zealand Infrastructure Commission, Te Waihangā

The work we do at Te Waihangā is critically important to Aotearoa. We have been tasked by Government to play a pivotal role in improving New Zealanders lives through better infrastructure and the services that result from infrastructure. Infrastructure touches every New Zealander in one way or another. It is our transport systems, electricity, water, and mobile networks. Te Waihangā wants to hear from all New Zealanders from all walks of life. To be a successful we need to recruit the best of the best from a diverse talent pool. We also play an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. 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.



### Our vision - Tā Mātou Whakakitenga

**Infrastructure for a thriving New Zealand**

### Our values - Ō Mātou Uara

**Free thinking/ Whakaaronui** - We arrive at creative yet considered solutions

**Courageous/ Māia** - We will have honest conversations which reflect our independence

**Trustworthy / Pono** - You can depend on us to behave ethically and impartially

**Empathetic/ Ngākau aroha** - We are listening and respectful of different views

## Purpose of the role - Te Kaupapa o te Tūranga

The Infrastructure Priorities Programme (IPP) provides a standardised process to assess infrastructure proposals at set points in the planning process culminating in a list of vetted problems, proposals, and projects available to decision makers and the public. The IPP will assess proposals from all sectors and regions. This assessment of infrastructure priorities aims to provide a 'menu' of potential high-quality proposals and will contribute to the National Infrastructure Plan.

The IPP Coordinator is a key member of the Economics team within the Strategy division, focused on supporting the IPP.

Key responsibilities include:

- Managing operational aspects of IPP processes, onboarding new IPP applicants and new assessors, supporting users to manage their accounts and access privileges, and assisting Te Waihanga staff to leverage the capability of our data and analytics and supporting systems.
- Coordinating engagement with stakeholders, collection of required information, and feedback and communications to stakeholders.
- Supporting team members' work in assessing infrastructure proposals and completing internal review and sign-out processes; and helping to ensure that information is managed appropriately throughout the process, audit trails are maintained, and operational deadlines are met.
- Producing regular reporting, including active tracking and reporting of product engagement, summaries of analytical insights, identifying ongoing issues which need to be escalated within the team or with stakeholder organisations.
- Identifying and recording opportunities for product and process enhancements and supporting our development through to testing of new features.
- Developing and/or maintain our documentation of appropriate policies procedures and practices.
- Supporting the Director, Economics with IPP team coordination and administrative duties.
- Supporting the Data Science and Analytics team, if required, in managing the operational activities for their suite of analytics products.

As we are a small team, our work requires flexibility and a can-do attitude, coupled with a mix of skills. These skills include operational discipline, process improvement, change management, analysis and reporting, software testing, and relationship management. Good written skills, data management skills, and the ability to think and work systematically are important for this role.

The IPP Coordinator will play a key role in implementation of the Infrastructure Priorities Programme and our public facing analytics products through which our stakeholders engage and enable the programme to deliver value for stakeholders, both externally and within Te Waihanga.

## Our team - Mō te tīma

The Economics team is a small team within the broader Strategy group.

In addition to the IPP, the Economics team:

- Prepares research notes to lift the standard of evidence and analysis on infrastructure issues,
- Conducts analysis on long-term infrastructure needs, including the demand for and willingness to pay for infrastructure, and
- Provides economic advice on a range of infrastructure related issues, as required.

We work closely with our peers in the Data Science and Analytics, Inquiries, and Infrastructure Strategy teams.

### Key Accountabilities - Ngā Kawenga Takohanga Mātuatua

Key Accountability Areas:	Key accountabilities/expectations:
Product operations	<ul style="list-style-type: none"> <li>• Perform the operational duties required to ensure the IPP process runs smoothly.</li> <li>• Operational product duties include:                             <ul style="list-style-type: none"> <li>○ Administration of internal and external users, such as managing and maintaining contacts and setting up new users.</li> <li>○ Onboarding and assisting new users and organisations, responding to questions, and providing training or producing training material.</li> <li>○ Setting up, editing, and testing content within our products that requires input from users such as surveys or requests for information.</li> </ul> </li> </ul>
Analysis, reporting, and communication	<ul style="list-style-type: none"> <li>• Ensure the agreed organisational policies are applied to maintain quality and integrity. Assist team members to ensure our reporting and sign out processes are followed.</li> <li>• Assist with the development and maintenance of any processes, templates, policy, or procedures required to support our products including creation and maintenance of documentation (such as wikis, online FAQs, or similar).</li> <li>• Clear and concise communication.</li> </ul>
Supporting development and continuous improvement	<ul style="list-style-type: none"> <li>• Identify and capture user requirements and opportunities to improve our analytics products and user experience.</li> <li>• Support engagement with users, including through workshops or other methods, to build an understanding of their use cases, preferences, and priorities to inform our development.</li> <li>• Undertake or manage appropriate product feature testing to ensure improvements are high quality, stable, and meet our end user needs. Ensure feedback is managed through our task tracking tools.</li> </ul>
Relationship and stakeholder management	<ul style="list-style-type: none"> <li>• Work with external stakeholders to ensure they have all the information required to access and participate effectively in our programme.</li> <li>• When necessary, escalate challenges internally and/or within the participating organisation to ensure obligations and/or commitments are met.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop internal relationships and participate as an active team member, contributing analytical knowledge to add value to wider Te Waihanga outcomes.</li> </ul>
Team and organisation outcomes	<ul style="list-style-type: none"> <li>• Support the Director, Economics with administration and coordination. This may include activities such as setting and running meetings, recording and maintaining team deliverables and deadlines in our task management tools.</li> <li>• Coordinating our incoming communications, questions (including any OIAs, PQs), and shared email inboxes ensuring the team responds on time, items are identified, and information is correctly filed.</li> <li>• Support the development, implementation, and monitoring of the National Infrastructure Plan, including National Infrastructure Pipeline, the Infrastructure Needs Assessment and Infrastructure Priority Reforms workstreams.</li> </ul>
Work management	<ul style="list-style-type: none"> <li>• Plan and manage your own projects and workload with input from your manager - Director, Economics.</li> <li>• Work independently and in teams on multiple pieces of work concurrently, ensuring outcomes are delivered on time, and are aligned to broader team and organisation strategy and goals.</li> <li>• Use coordination and collaboration tools, processes, and systems adopted by the team in your work.</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Commit to understanding, recognising and acting upon the articles of Te Tiriti o Waitangi; Kāwanatanga, Rangatiratanga, Oritetanga.</li> </ul>
Health, Safety & Wellbeing	<ul style="list-style-type: none"> <li>• Take all practical steps to ensure your own health and safety and the safety of others in the workplace.</li> </ul>

## Key Relationships - Ngā Hononga Mātuatua

- Director, Economics
- Director, Data Science and Analytics
- Economics team
- Strategy team (Data Science and Analytics, Inquiries, and Infrastructure Strategy)
- Wider organisation (Delivery, Operations, and Policy teams)
- Central and Local Government stakeholders
- Private sector stakeholders
- All customers of our suite of analytics products

## Qualifications - Ngā Tohu

- *Essential* – Tertiary qualification or degree that includes numerical and analytical skills, project management, or software engineering disciplines, or equivalent knowledge, skills, and experience gained in the workforce.

## Skills and Experience - Ngā Pūkenga me te Wheako

- Experience in a customer- or consumer-facing role, with an enthusiasm for building relationships with stakeholders.
- Good written and verbal communication skills, including experience communicating analysis in a clear, precise, and actionable way.
- Good analytical and critical thinking, with an ability to test assumptions, identify consequences, resolve issues, and ask questions.
- Intermediate-level knowledge of Microsoft Excel, Outlook, Word and exposure to other Microsoft Office products (particularly SharePoint) and project management or task tracking tools.
- Experience with managing data, with an understanding of data environments, data structures and dimensions, standards, and data management methods.
- Experience developing new skills, proficiency, and analytical techniques. Ability to learn new tools and software.