

JOB / POSITION DESCRIPTION

Role	Project Coordinator
Contract Type	Fixed Term - Full time
Contract Length	2 Years
Remuneration	\$65,000 - \$75,000
Location	268 Stuart Street, Dunedin
Direct Reporting	General Manager - Cultural and Economic Development Nicola Morand
Overall Reporting	CEO Rachel Wesley
Start Date	5/04/2021

Role Description

This job description is designed to assist in your understanding of what is required to successfully complete the role as Project Coordinator. It is not designed to be a prescriptive, all-encompassing list of tasks.

This role will require you to coordinate all project activities, including simple tasks and larger plans. As a natural collaborator with initiative you will develop and maintain positive relationships and be responsible for supporting a team of staff, mana whenua panels, project managers and contractors who fill a variety of roles. Some travel will be necessary.

Responsibilities

Document Management	<ul style="list-style-type: none">• Administration and co-ordination of projects and jobs• Maintaining the project database• Setting up projects and recording time and costs and progress in various systems
Project Co-ordination	<ul style="list-style-type: none">• Co-ordinating and tracking multiple projects• Ensuring projects adhere to frameworks and Aukaha processes• Monitoring and reporting on project budgets• Provide support to the General and Project Managers in all tasks related to programme planning• Ensuring project deadlines are met

	<ul style="list-style-type: none"> Assess risks and address or escalate as necessary
Meeting and events support	<ul style="list-style-type: none"> Co-ordinate the organisation of meetings ensuring timely and clear communication of hui dates and times Chair or facilitate hui as required Provide room set up and clean up services for on-site meetings
Document preparation	<ul style="list-style-type: none"> Prepare offers and scope of services in collaboration with the Project Team Assist with other documentation such as narratives, design documentation and general publications etc that are required by the CED team.
Travel co-ordination	<ul style="list-style-type: none"> timely coordination of travel arrangements for staff and contractors as required
Meeting organisation	<ul style="list-style-type: none"> assistance in organising meetings minute taking as necessary noting actions and ensuring they are followed up
Marketing/Communications	<ul style="list-style-type: none"> Administering websites and other social media updates on behalf of the CED team and their projects Be the first point of contact for CED and take the appropriate action or distribute to the appropriate person Prepare and deliver presentations as required Maintain open and collaborative lines of communication with the CED team, Aukaha staff and shareholders.
General administrative support	<ul style="list-style-type: none"> Provide general administrative support to the CED team Other duties as and when directed by the Manager of CED

Key Skills

- Substantial experience as a project co-ordinator or business administrator.
- Knowledge of project planning and project management with an ability to anticipate and undertake appropriate action even in ambiguous and complex project phases.
- Experience in reporting, project financials and knowledge of project processes; experience with WorkflowMax would be an advantage.
- Strong verbal and written communication skills.
- Proven ability to adapt quickly to a dynamic and fast paced environment.
- Able to demonstrate self-motivation, initiative, and ability to work and collaborate positively in a team environment.
- A sound knowledge of Tikaka and Te Ao Māori and an understanding of the nature of treaty partnerships.
- A good understanding of the cultural values and aspirations of mana whenua would be an advantage or a willingness to learn.