

**Position Title:** *Project Coordinator*

**Responsible to:** Manager - Environmental Assurance

**Responsible for:** n/a

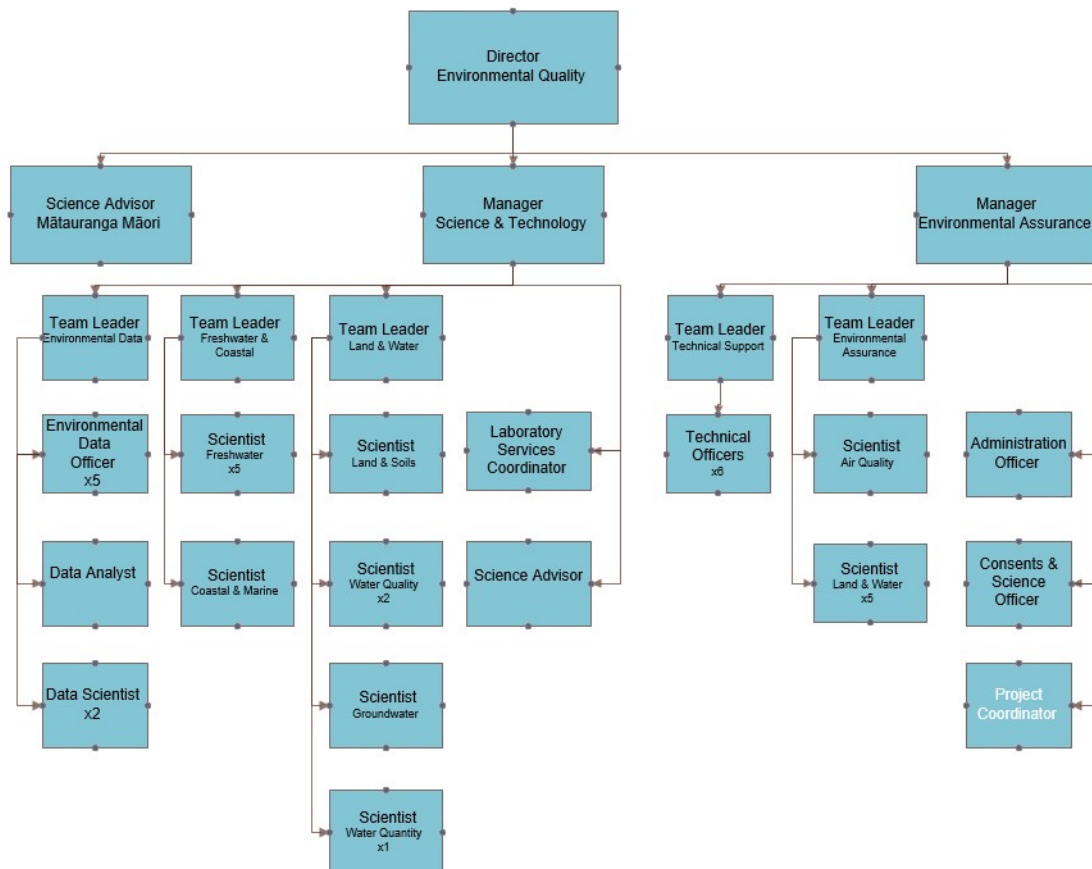
**Relationships:** Environment Quality Team  
Business, Information and Technology Services Team  
Other Taranaki Regional Council staff  
External Contractors and Consultants

**Salary:** A market salary for the position will be negotiated, depending on experience, qualifications and aptitude.

**Location:** Stratford, although travel throughout the region maybe required as part your daily duties

**Job Context:** Permanent, Full Time **Position Number:** 589

**Holder:** Vacant



## Role of Project Coordinator

The Project Coordinator will manage projects for the Environment Quality and Business, Information & Technology Services teams, together with the performance monitoring and coordination of all environmental monitoring projects. On a day to day basis this role will provide project support to a team of environmental scientists, maintain and update environmental monitoring projects in the Council's financial and compliance databases, develop status and analytical reports and develop quality assurance processes.

The Project Coordinator will have excellent analytical and problem solving abilities and as well as undertaking the project management and coordination roles, will serve as the technical expert in project management, for the Environment Quality department, on the Taranaki Regional Council's project to develop or replace the existing databases, systems and software.

## Key Skills

### Qualification

- Required: a post-graduate degree in business, finance or a related field
- Required: two years' hands on experience using MS Project or equivalent software
- Desired: experience working for a public sector organisation

### Knowledge

- Good computer literacy, including confidence and competence in the use of data management systems and Microsoft Office products, including Microsoft Office Project (advanced)
- Knowledge and understanding of the Resource Management Act 1991
- Understanding and appreciation of Māori cultural and spiritual values and protocols

### Skills / Experience

- Strict attention to quality control, data management and accurate record keeping
- Strong organisation and time management skills with an ability to multi-task, delivering complete solutions within agreed timeframes
- Ability to analyse data relevant to this role
- Effective communication skills
- Project management skills and experience
- Experience maintaining project plans and finances
- Self-motivated and ability to work unsupervised
- Able to undertake work within legislative, accreditation and Council policy requirements
- Sound analytical and problem solving skills
- Excellent interpersonal skills
- Ability to think laterally, multitask and self-manage
- Able to quickly grasp new processes and technologies

### Personal Attributes

- Team player
- Practical problem solver

- Finely tuned attention to detail and time management
- Innovative and self-motivated
- Willingness to adapt
- Open-minded, practical problem solver
- Customer-focussed

## Tasks

- Co-ordinate and collaborate to deliver projects and programmes of value to the Council, as agreed with the Manager – Environmental Assurance.
- Assist and support Environment Quality and Compliance staff across all compliance monitoring projects, specifically this will involve: monitoring and control of approximately 100 individual compliance monitoring projects by; fortnightly updating of costs and work on all project, preparation and delivery of programme status reports, follow up on projects as required, preparation of quarterly management reports on project performance in terms of schedule, cost and scope.
- Assist the Manager and Team Leader – Environmental Assurance in developing yearly work programmes, goals, KPI's, financial management and assessing the effectiveness of the work programmes
- Identify and mitigate issues/risks within projects, maintaining an issues/risks register and escalating to senior management where necessary.
- Development and maintenance of projects in the Council's compliance monitoring software (IRIS), including project set up is consistent, analytical reports are developed.
- Develop training resources for officers and train officers in the use of relevant data management programmes including IRIS.
- General project database administration.
- Participate in the sharing of knowledge, advice and support across the wider organisation to deliver on priority projects, promoting consistency, efficiency and innovation in compliance and environmental monitoring and reporting.
- Ensuring all work is fit for purpose and meets all internal and external reporting standards.
- Provide project management expertise and support to staff.
- Maintain oversight of best practice and emerging methodologies/technologies in environmental data management.
- Any other task and duties as required by the Environment Quality Managers, Director – Environment Quality or Chief Executive.

### Special requirements

- May be required to work outside normal working hours
- May be expected to work under conditions in which personal risk is maybe incurred and safety procedures must be adhered to in accordance with the Council's Policies and Procedures

## Health and Safety

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities. There are two key points to health and safety:

- The safety of our people and the communities in which we operate always comes first.
- We are all empowered and expected to challenge any unsafe situation at work.

We will achieve these by:

- Building culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicate
- Develop knowledge
- Investigate and learn
- Ensure competence to do the job

## Mission and Key Message

### Our Mission:

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources
- Safeguarding Taranaki's people and resources from natural and other hazards
- Promoting and providing for significant services, amenities and infrastructure
- Representing Taranaki's interests and contributions regionally, nationally and internationally.

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

### Our Key Message:

- The Taranaki Regional Council works with the Taranaki community to help make our region a fantastic place to live, play and do business.

### Values:

We are committed to:

- Public service
- Service First
- Improving the quality of our performance
- Working safely
- Effective communication and teamwork
- Initiative and the right to make mistakes
- Accountability and results
- Presentation, respect and care
- Job satisfaction