

# Job Description

**Position Title:** *Project Coordinator – Compliance Monitoring*

**Responsible to:** Science Manager – Business Support

**Responsible for:** n/a

**Relationships:** Science Services Team  
All Taranaki Regional Council staff  
External Contractors

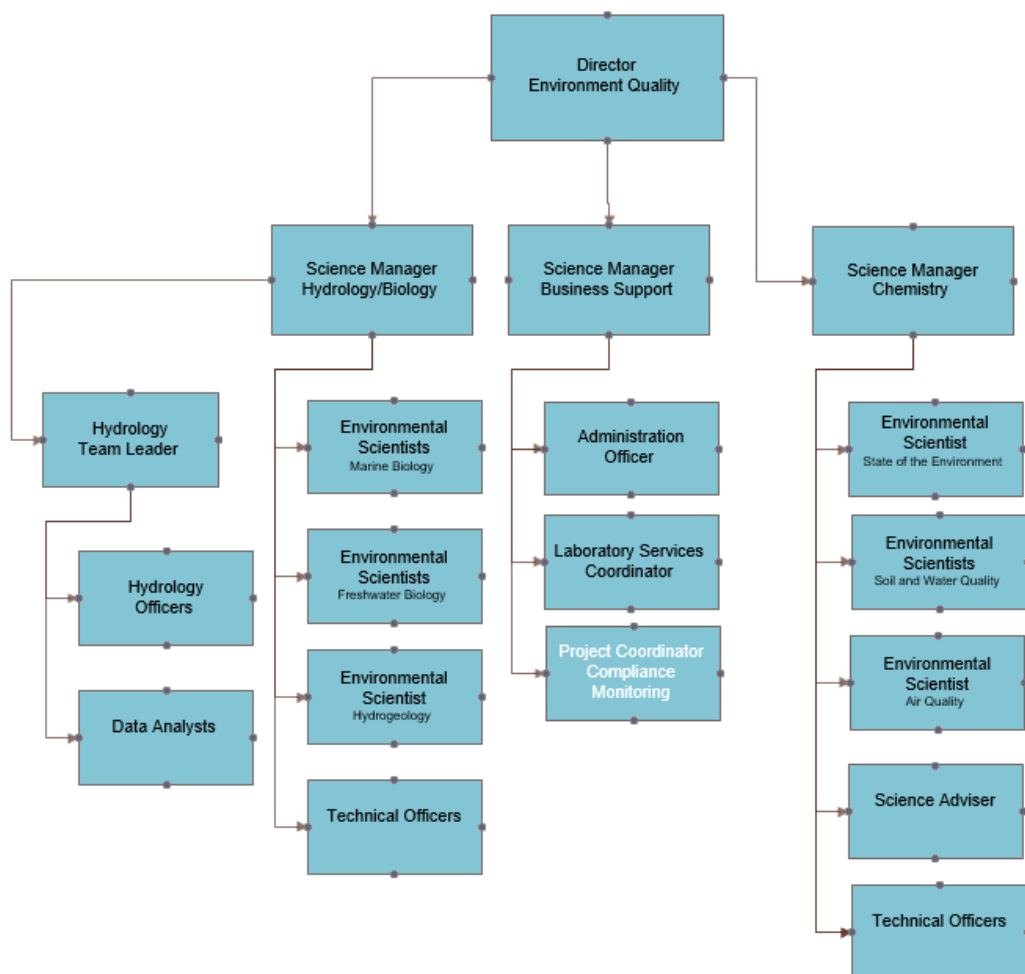
**Salary:** A market salary for the position will be negotiated, depending on experience, qualifications and aptitude.

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

**Job Context:** Fixed Term – 32 months

**Position Number:**

**Holder:**



## Role of Project Coordinator - Compliance Monitoring

The role of a Project Coordinator – Compliance Monitoring is to have day to day management of the performance of approximately 100 projects with a combined value of over \$2,000,000 per annum. In addition, this role will provide coordination and administrative support by maintaining and updating of compliance monitoring projects in the Council's financial and compliance databases, development of status and analytical reports and the development of quality assurance processes. This role will also serve as a technical expert in project management of compliance monitoring jobs through the development or replacement of TRC's existing databases, systems and software.

### Key Skills

#### Qualification

- Required: an appropriate qualification relevant to this role
- Desired: two years' experience using MS Project or equivalent software
- Desired: experience working for a public sector organisation

#### Knowledge

- Computer literacy in a range of Microsoft Office products, including Microsoft Office Project (advanced)
- Knowledge and understanding of the Resource Management Act 1991
- Understanding and appreciation of Maori cultural and spiritual values and protocols

#### Skills / Experience

- Strict attention to quality control, data management and accurate record keeping
- Ability to analyse data relevant to this role
- Effective communication skills
- Project management skills or experiences
- Ability to plan and complete work on time and within budget
- 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

#### Personal Attributes

- Team player
- Practical problem solver
- Finely tuned attention to detail and time management
- Innovative and self-motivated
- Willingness to adapt

## Tasks

- Assist and support Science Services and Inspectorate 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.
- 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 IRIS
- General project database administration
- Ensuring all work is fit for purpose and meets all internal and external reporting standards.
- Provide project management expertise and support
- Any other task and duties as required by the Science Services 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 Messages

### 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 to the regionally, nationally and internationally community

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

### Our Key Messages:

The Taranaki Regional Council works with the Taranaki community:

- Improving lifestyles
- Supporting livelihoods
- Taking Taranaki forward

### 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