

## Your Position

<b>Your job</b>	<b>Project Co-ordinator (Procurement) Kairuruku Kaupapa (Hoko Ratonga)</b>
<b>Your group</b>	Corporate Services
<b>Your team</b>	Programme & Project Management Office
<b>Your manager</b>	Manager, PPMO, Lynne Fuller
<b>Your base</b>	Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

### How we work together:

- Team up – Together we make a difference for our community
- Work smart – We challenge ourselves to do things better
- Make it happen – We use our energy and skills to get things done

## Your team's purpose

Corporate Services' purpose is:

- advice and management on everything relating to Council's financial planning, budgeting, management and reporting activities
- advice and management on procurement, the negotiation of commercial arrangements and the delivery of programmes and projects
- information technology advice and services, and other internal administrative services
- high quality customer services, including counter and call management services

## Your purpose

The Project Co-ordinator's role is to:

- establish and maintain relationships to provide support and advice to business managers to enable good practice to be used through the lifecycle of the procurement process, including planning, sourcing and contract management
- assist with project-co-ordination across Council's portfolio of projects

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"> <li>• None</li> </ul>
Your indirect reports	<ul style="list-style-type: none"> <li>• None</li> </ul>
External people and groups	<ul style="list-style-type: none"> <li>• Government, public organisations and business e.g. NZTA</li> <li>• Other local authorities and Government agencies</li> <li>• Contractors, consultants and suppliers</li> <li>• Industry groups</li> </ul>
Internal people and groups	<ul style="list-style-type: none"> <li>• Executive Leadership Team, managers and staff at all levels of the organisation</li> </ul>

## Your responsibilities

What you'll do	How you'll do it
Strategic & Operational Planning	
Operational Delivery	<p><b>Procurement Co-ordination</b></p> <ul style="list-style-type: none"> <li>• Maintain the procurement policy, processes and templates for the procurement lifecycle, such as procurement plans, tender documents, tender evaluation methodologies, contract documentation and contract management</li> <li>• Provide support and advice to the Procurement Committee</li> <li>• Provide advice and support the management and delivery of procurement activities, including review of procurement documents</li> <li>• Provide advice on compliance with the procurement policy</li> <li>• Identify procurement risks in line with Council's Risk Management Policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Chair assigned tender evaluation meetings and ensure good practice is followed</li> <li>• Administer the Govt Electronic Tendering System (GETs)</li> <li>• Maintain the Procurement Committee Decisions Register and Contracts Register</li> <li>• Monitor and report on procurement activities across Council</li> <li>• Liaise with Council's centres of excellence/expertise to ensure best practice is followed and improved</li> <li>• Build procurement capability and across Council</li> <li>• Co-ordinate training courses and/or provide training in procurement policy and process</li> <li>• Undertake process improvement initiatives</li> </ul> <p><b>Project Co-ordination</b></p> <ul style="list-style-type: none"> <li>• Assist with maintaining project management processes and templates for the project lifecycle.</li> <li>• Assist with ensuring council has a centralised, Council wide, programme and project management office (PPMO) within the Corporate Services Group developing and deploying project management processes and standards across Council</li> <li>• Provide support and advice to programme / project managers in line with agreed policy, processes, tools and systems</li> <li>• Support the planning, monitoring and reporting on the portfolio of Council programmes, projects</li> <li>• Support training courses and the Project Management Network workshops</li> <li>• Support monitoring and reporting on the portfolio of Council programmes and projects</li> <li>• Maintain PPMO intranet pages</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships are professional, positive and constructive</li> <li>• Develop relationships with key stakeholders to lead and influence key procurement activities and projects</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"><li>• Several years' relevant experience with procurement activities (plan, source, manage) and/or relevant experience as a project co-ordinator</li><li>• Demonstrated customer focus</li><li>• Excellent stakeholder engagement and communication skills</li><li>• High standard of conduct and probity</li><li>• Sound decision making skills – able to analyse complex information and make sound judgements</li><li>• Good organisational and time management skills with demonstrated competency in work prioritisation and able to meet deadlines</li><li>• The ability to work as part of a team and contribute to the effective performance of a group</li><li>• Demonstrated customer focus</li><li>• Understanding and commitment to health and safety in the workplace</li><li>• Understanding and commitment to diverse workplaces</li><li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li></ul>
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"><li>• Procurement qualifications e.g. Chartered Institute of Procurement and Supply (CIPS) qualification or similar</li><li>• Experience in tenders for construction projects</li><li>• Experience with contract templates</li><li>• Experience with Government Electronic Tendering System (GETS)</li><li>• Experience working in a Project Management Office</li></ul>

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