

Your Position

Your job	Team Coordinator (Climate & Environmental Planning) Kairurukū Roopū Whakamahere Āhuarangi me te Taiao
Your group	Policy, Planning & Regulatory Services
Your team	Climate & Environmental Planning
Your manager	Manager Climate & Environmental Planning, Helen Oram
Your base	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 strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy to get things done

Your team's purpose

Policy, Planning & Regulatory Service's purpose is to:

- Develop, prepare and oversee policy, plans and strategies relating to social, economic, environmental, infrastructure, climate and regulatory services issues (including resource management, climate and District Planning policy);
- Lead the corporate planning processes including the Long-term Plan and Annual Plan; Deliver the regulatory functions and monitoring / enforcement services in relation to District Plan development control, building control, environmental control and animal control.
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- The Climate and Environmental Planning team's vision is to contribute to a resilient and inviting city that enables our communities to thrive.

Your purpose

The Team Coordinator (Climate & Environmental Planning) role is to:

- Provide project administration, support and coordination for the Climate & Environmental Planning team's work programme from initiation to implementation.
- Develop and manage administrative systems to support the successful planning, delivery and monitoring of the team's work.
- Support the wider Climate & Environmental Planning work programme with project reporting, scheduling, and evaluation.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Ngāti Toa Rangatira• Government, public organisations and business• Members of the public and community organisations• Other local authorities• Contractors, consultants and suppliers• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Members of the Climate & Environmental Planning Team, webmaster, staff across PPRS, Executive Leadership Team, managers, and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none">• Developing and managing administrative systems to support the successful planning, delivery and monitoring of the work programme.• Coordination of the Climate & Environmental Planning team's work programme, tracking milestones and reporting against key milestones• Ensure sound project management practices are in place and implemented for projects being led by the Climate & Environmental Planning team.

	<ul style="list-style-type: none"> • Contribute to planning meetings and workshops, including the production of outcome documentation and actions. • Identify risks or issues to effective project administration and co-ordination • Provide project support and coordination to officers undertaking formal (and informal) engagement and consultation processes in accordance with the requirements of the Council, the Resource Management Act, Local Government Act 2002 • Manage the review and update of the team's webpages (including the framework & navigation), ensuring a seamless and user-friendly site with content written in plain English suitable for a range of audiences • Actively seek and implement opportunities to improve work delivery from lessons learnt • Actively seek ways to enhance support to the team to optimise performance.
Relationship Management	<ul style="list-style-type: none"> • Support officers to ensure clear communication with project stakeholders • Handle stakeholder queries/ requests for information and assist with stakeholder management • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Represent Council and the Policy, Planning and Regulatory Services Group at appropriate conferences, seminars and other events.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Practical experience in project administration and coordinating multiple projects concurrently • Well-developed planning and organisational skills with the ability to prioritise tasks effectively and work well under pressure • Strong customer focus with the ability to communicate effectively with a diverse range of people • A flexible, can-do attitude • Excellent time management skills and excellent attention to detail • Demonstrated ability to build and maintain effective working relationships • Knowledge of editing webpages • Demonstrated initiative and the ability to learn and apply new concepts quickly • A proactive and collaborative mind-set with the ability to work independently as well as within a team environment • Ability to anticipate issues and problems, and think of creative solutions • High level of computer literacy with demonstrated competency in the MS suite of applications
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	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues.
It'd be great if you also have:	<ul style="list-style-type: none"> • A tertiary qualification or a professional qualification in a relevant field. • Prince2 or other project management qualifications • An understanding of the political environment within which the Council operates.

Last updated September 2024



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.