

Your Position

Your job	Project Coordinator (Transport Maintenance and Delivery)
Your group	Infrastructure
Your team	Transport
Your manager	Manager Maintenance and Delivery, Renier Ackerman
Your base	Council premises within 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 and skills to get things done

Your team's purpose

The Infrastructure group comprises four teams: Parks, Transport, Water Services and Waste. The Group is responsible for a significant portion of the Council's customer interactions and budget spend as people work, live and play in Porirua.

The Transport business unit comprises three teams; Maintenance and Delivery (M&O), Engineering and Compliance and Asset Planning. The business unit is responsible for a significant portion of the Council's customer interactions and budget spend to deliver a transport network that supports people as they work, live and play in Porirua.

Your purpose

The purpose of the Project Coordinator (Transport Maintenance and Delivery) role is to:

- Provide effective and efficient project coordination of multi stakeholder and/or complex Transport projects and contracts, ensuring compliance with the Project Management Office reporting requirements
- Support the Manager Maintenance and Delivery in providing consistent project management methodology and accompanying processes and tools to ensure appropriate governance and delivery of projects
- Assist the Manager Maintenance and Delivery with the overall planning, monitoring and reporting for the Transport team's works programme including actively tracking budgets and delivery of milestones

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">• Contractors, consultants and suppliers• NZTA• WTA• Government, public organisations and business• Other Local Authorities• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Transport Team, 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"> • Assist with general project administration support for the team, including the setup and maintenance of risk registers, track and manage reporting timelines and excellent communication to ensure project managers are tracking to time • Ensure Transport month-end finance process runs smoothly by collecting and reconciling information to enable Managers to do the forecasting and NZTA claim. • Provide administration support for all activities that need to be captured in Waka Kotahi's Transport Investment Online (TIO) web-based portal • Assist the Manager Maintenance and Delivery with administering the TIO database and entering the achievement returns, Waka Kotahi claims, and other Waka Kotahi reporting requirements. • Administering the team Daisy file (electronic document and information system) storage database monitoring and ensuring project managers are utilising the system and backing up files appropriately. Additionally, championing the Transport team's migration to SharePoint in the near future. • Champion the completion of each finance month end through collecting and reconciling accrual information from project managers, ensuring invoice coding is done correctly throughout the month, purchase orders are raised correctly and following up on payment queries from suppliers and team. • Provide administrative support to the Transport team in the development of the Long-Term Plan, Annual Plan and other Council wide planning activities • As required, write Project and Procurement Plans and support the Contracts manager with any procurement process • Provide support to project leaders in line with agreed methodology and with common project processes and systems • Track public service request numbers and actively assist in reducing them in collaboration with the project managers and engineers. • Champion the Project Management Office processes and reporting requirements fostering a culture of continuous improvement in the way that capital projects are initiated, planned and executed • Organise meetings and create Traffic Management and Corridor Access Requests as requested by the Maintenance and Delivery Team • Take the lead and deliver minor projects as requested • Provide support and advice as required by your manager • Ensure that all Service Requests and Elected Member queries directed at the M&D team are responded to within the requirement timeframes. Track Transport LGOIMA request timelines and following up with respondents to insure we remain on schedule. Assisting with information gathering where needed. • Ensure your work is planned and can be delivered within committed timeframes. Where it cannot be, ensure your manager is advised so they can support you in the re-prioritisation of work • Other business processes and general admin support as required by your manager.

Health and Safety	<ul style="list-style-type: none"> • Take reasonable care that your action, or inaction, does not adversely affect the health and safety of other people • Take reasonable care of your own health, safety, security, and wellbeing • Ensure all health, safety and security incidents are reported.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Establish and maintain effective relationships with third party suppliers and contractors on the Council network
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"> • Several years' experience working as a Project Co-ordinator in a practical, field-based programmes and projects • Appropriate technical expertise and/or knowledge in projects and ideally in transport related activities. • Business processing and financial transaction experience and a good level of numerous skills • Planning and stakeholder engagement skills • Experience with procurement • Excellent interpersonal and communication skills, both written and oral • Highly organised and the ability to prioritise a varied workload and manage frequent interruptions • Ability to work under pressure to tight deadlines • Ability to work independently and demonstrated skills self-drive and initiative • Attention to detail • Demonstrated customer focus • 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"> • Experience working in a PPMO and coordinating projects that have followed an internationally recognised methodology • Experience working in Local Government • Knowledge of NZTA Financial system (TIO) and funding process.

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