

Your Position

Your job	Project Coordinator (Strategy & Policy) Kairuruku Kaupapa (Ngā Mahi Rautaki, Kaupapahere hoki)
Your group	Policy, Planning & Regulatory Services
Your team	Strategy & Policy
Your manager	Manager Strategy and Policy, Mia Matheson
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:

- Invest in 3 waters infrastructure and catchment restoration
- Proactively respond to the climate crisis
- Advocate for and provide a safe, healthy and thriving community; and
- Put our children and young people at the heart of the 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 Project Coordinator (Strategy & Policy) role is to:

- Provide project administration and support to projects led by the Strategy & Policy team from initiation to implementation.
- Develop and manage administrative systems to support the successful planning and delivery of projects.
- Support the wider Strategy and Policy work programme with reporting, scheduling, and evaluation.

Who you'll be working with

Your direct reports	• None
Your indirect reports	• None
External people and groups	• 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	• 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	• Developing and managing administrative systems to support the successful planning and delivery of projects. • Ensure sound project management practices are in place and implemented for projects being led by the Strategy & Policy team. • Identifying risks or issues to effective project administration and co-ordination. • Contribute to planning meetings and workshops, including the production of workshop outcome documentation and action registers. • Coordination of the Strategy and Policy work programme and reporting against key milestones. • Providing project support to officers undertaking formal (and informal) consultation processes in accordance with the requirements of the Council, Local Government Act 2002, in particular the Special Consultative Procedure and the Resource Management Act • Actively seeking and implementing opportunities to improve project delivery from lessons learnt. • Actively seeking ways to enhance support to the team to optimise performance.
Relationship Management	• Supporting officers to ensure clear communication with project stakeholders. • Handling stakeholder queries / requests for information and assisting 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 Group at appropriate conferences, seminars and other events
Corporate Responsibilities	• 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:	• Practical experience in project administration, assisting with project management and co-ordination. • Experience assisting with the coordination of several projects concurrently • Experience in a fast-paced environment with a flexible, can-do attitude • Strong customer focus with the ability to communicate effectively with a diverse range of people
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	• Demonstrated ability to build and maintain effective working relationships • Demonstrated initiative and the ability to learn and apply new concepts quickly • Well-developed planning and organisational skills with the ability to prioritise tasks effectively and work well under pressure • A proactive and collaborative mind-set with the ability to work independently as well as within a team environment • Excellent time management skills and good attention to detail • 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 • Excellent written and oral communication skills and interpersonal skills • Meticulous attention to detail • Proven ability to work effectively both as an individual and as a member of a team • 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:	• A tertiary qualification or a professional qualification in a relevant field is desirable. • Prince2 or other project management qualifications an advantage but not required • Understands the political environment within which the Council operates.

Last updated May 2023



Porirua City Council supports an inclusive and welcoming environment and is a member of Te Urū Tāngata, Centre for Workplace Inclusion.