



**Tairangahia a tua whakarere; Tatakihia nga reanga o amuri ake nei**  
**Honouring the Past; Inspiring the Future**

**POSITION DESCRIPTION**

**Job Title** Programme Co-ordinator /Kairuruku Kaupapa

**Directorate/Team** Organisational Development (Policy, Strategy & Corporate Services)

**Report To** Director Organisational Development

**Role Purpose** The Programme Co-ordinator is responsible for providing oversight and management of specific organisational projects as allocated by the Executive Team.

They will ensure that projects are scoped with clear goals and objectives; that specifications, designs and plans meet desired outcomes; that procurement is in accordance with all policy and guidelines; that project implementation is tracked and reported, including to governance and management; and that management oversight is robust and inquiring. The financial delegations for this role will be equivalent to those of the Project Advisor.

They will work closely with senior staff, third party contractors, appropriate specialists, external project managers, and project staff.

**Direct Reports** Nil

**Key Relationships** Internal – the Executive Team (CE and DCE’s), Director Organisational Development, Organisational Development Team, project steering groups, and all other Heritage New Zealand Pouhere Taonga staff.

External – Project managers and staff, suppliers, heritage professionals, local government organisations, contractors, iwi and hapu.

**Key Responsibilities**

	<b>Deliverables/Outcomes</b>
Performance Accountability (1)	Plan the oversight model and framework appropriate for each assigned project and have this approved by the Executive Team and the Director Organisational Development.
Performance Accountability (2)	Ensure project specifications, designs, plans, schedules, baselines and budgets are sound and meet all project goals and objectives.  Oversee the procurement process to ensure effective delivery to the project plan.
Performance Accountability (3)	Oversee for monitoring purposes project schedules and delivery.

	Ensure all project documentation is comprehensive and approve all internal and external reporting requirements (planned activity, identifying areas of risk and mitigation options) in a timely manner.
Performance Accountability (4)	Carry out post implementation reviews to identify learning and improvement opportunities for the future.
Internal and External Relationship Management	Establish and maintain positive professional relationships internally and externally.
Bi-cultural Responsiveness	Work to ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae) are promoted.
Health and Safety	Ensure all contract arrangements specify the supplier's legislative requirement obligations, particularly the Health and Safety at Work Act 2015 and monitor their compliance with their obligations.  Work to ensure that all organisational health and safety requirements are exceeded.

#### Person specification - Essential Competencies and Attributes

Technical	Possess a working knowledge of relevant legislation and its requirements for Heritage New Zealand Pouhere Taonga.  Maintain working knowledge of engineering and building standards including design standards, procurement and health and safety compliance.
Skills and knowledge	Proven ability to provide appropriate oversight of complex, multidisciplinary projects on time and to budget with widely accepted goals and objectives.  Proven project analysis skills (the monitoring of progress in key results areas and to deadlines, risk and issue management, and ensuring delivery of performance standards).  Excellent planning and organising skills.  High level numerical skills and judgement of estimated costings, budget and expenditure.  Clear effective communication and reporting skills.
Professionalism	Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.  Sets high standards of excellence and quality of performance in both self and others.  Is forward-thinking and committed to seeking positive heritage outcomes, pro-active approaches and innovative responses.

External Relationship Building	Builds and maintains positive and constructive working relationships externally.  Achieves clear and effective two way communication with a wide range of people in all situations.  Is respectful to the needs of the organisation’s customers and of heritage stakeholders.
Team Relationships	Fosters and exhibits a strong team spirit as a team member within the Organisational Development Team.
Organisational Behaviours and Values	Demonstrates the organisational behaviours and values.

**In everything we do, Heritage New Zealand Pouhere Taonga staff demonstrate the following behaviours:**

- **Tairangihia – Honouring and Respectful**
- **Kotahitanga – Collaborative and Unified**
- **Tatakihia –Inspiring and Progressive**
- **Manaakitanga – Considerate, Demonstrates Integrity and Authoritative**

**Desired Qualifications and Professional Experiences**

Professional Experience and Credibility	At least five years’ experience in the heritage sector. Experience in external supplier/contractor management including preparation of written design, product or content supply briefs; managing Requests for Information (RFI) and Requests for Proposals (RFP); and drafting and negotiating contracts.  Experience in construction projects, preferably in a heritage context.  Budget management experience including developing cost plans and cash flows; maintaining expenditure control; and preparing budget reports.  Experience in the use of project management software.  Experience in providing effective project reporting and communication.
A tertiary qualification	Qualification/s or equivalent experience in a relevant discipline e.g. engineering, heritage management, architecture or building surveying.