

Position description

Position title:	Environmental Services Graduate: Project coordinator	Team:	Natural Environment Targeted Rate
Division:	COO	Reports to:	Environmental Services Integration Group Manager
Department:	Infrastructure and Environment	Direct reports:	Nil
Unit:	Environmental Services	Indirect reports:	Nil



Our commitment to te ao Māori

We honour Te Tiriti o Waitangi, accord value to Te Ao Māori (The Māori World), support kaitiakitanga and are responsive to the needs of the Māori community. You participate in initiatives to embed Te Ao Māori into the way we do things. You are willing to develop and build your own confidence and capability as well as support your team to contribute to the department's Māori Responsiveness Plan and wider organisation's vision to be a Treaty Responsive organisation.



Purpose of the job

You will support the programme managers across the full Natural Environment Targeted Rate Portfolio with your environmental project management subject matter experience. The position supports the establishment, maintenance and adoption of project, management in the department to ensure we are delivering in the right way to achieve the environmental benefits



Key responsibilities

- Be aware of, and demonstrate, the principles of **Our Charter**. This sets out the expectations for conduct at Auckland Council.
- Actively support the programme and project managers to ensure department applies prudent and robust project management through effective project management, reporting, business planning, risk management, budgeting and forecasting
- Shape project reporting including delivery against KPIs, milestones, budget, outcomes and benefits
- Where possible, resolve issues and as appropriate, escalate any that can't be resolved to the Programme or Portfolio Manager
- As required, participate in any internal or external initiatives relevant to the department portfolio, programme project management.

 <p>Outcomes</p>	<ul style="list-style-type: none"> • Council frameworks are appropriately adapted and fit-for-purpose, the department has adopted and embedded its use, this use informs the organisation’s tools through shared learnings and feedback • The department has well documented project scoping and delivery methods including a focus on adaptive management • Project-wide risks are actively identified and managed to within acceptable levels • Project quality and integrity is maintained • Decision-makers are provided with timely and accurate reporting including status of key deliverables and critical path across all projects • Project, programme standards and methodologies are adhered to • Prudent and robust business and financial management is applied across the portfolios of work • You are comfortable using te reo Māori in emails, meetings and conversations. You understand and value the use of tikanga at work
 <p>Key skill</p>	<ul style="list-style-type: none"> • Environmental knowledge with working knowledge of project management tools • Leadership and interpersonal skills that can work well on their own, in a team and leading a project team • Capability to coordinate multiple tasks within agreed timeframes • Critical thinking with the ability to define situations, document data, and draw conclusions • A high level of written and verbal communication • Detail oriented, self-motivated and highly organised. Plans and priorities well and manage time to focus of most important activities. • A strong business acumen with analytical skills with accuracy and attention to detail with an ability to solve problems. • Capacity to maintain schedules and meet deadlines
 <p>Job requirements</p>	<ul style="list-style-type: none"> • Proficient in the extended Microsoft Office suite • Capability with Sentient would be desirable • Interested in understanding project management, identifying and managing risks, reporting • Demonstrated ability to communicate effectively and convey project management in simple, accessible ways

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:	Version date:		
ESI Group Manager			
	Job function:	Job family:	Job:
	Project management	Project management	

Auckland Council behaviours



Job framework			
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Auckland Council behaviours



SERVE

Aucklanders serving Aucklanders



DEVELOP

Step up from good to great



COLLABORATE

Success comes when we work together



ACHIEVE

It's up to us to make it happen