

Coordinator – Role Profile

Purpose	<p>The Coordinator will support the Learner Strategy and Experience team with efficient administration and coordination expertise, recognising the needs of the workstream to deliver on time, on budget and appropriately documented according to agreed approach and commitments</p>
Be	<ul style="list-style-type: none">• Highly adaptive and willing to apply your skills and contribution to a wide range of diverse needs• Engaged and dedicated to the opportunities of the Reform of Vocational Education, together with the commitments sought in the Charter for Te Pūkenga, including Te Pae Tawhiti (Tiriti Excellence Framework)• Committed to and capable of partnering with others – welcoming and enabling the inclusion of all and providing for equitable opportunities in consideration of those disadvantaged or previously excluded• A natural problem solver, able to think laterally and work across the programme supporting the team to meet project deliverables• An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills
Do	<ul style="list-style-type: none">• Coordinate meetings and logistics for engagement with external stakeholders• Coordinate the various team workplans, including delivery monitoring and reporting• Support the delivery of day-to-day workstream project responsibilities: plan, control, monitor, assess, report, conclude• Assist the Kaikōkiri to prepare the Workstream Programme and progress and produce regular reports as required• Identify and advise the Kaikōkiri of any issues and risks associated with the workstream programme delivery• Provide administration support on delivery and outcomes on behalf of the Learner Strategy and Experience team• Ensure that quality activities relating to the team's work are planned and performed correctly and are within agreed tolerances• Manage specific issues and risks as directed by the Kaikōkiri• Such other reasonable duties as may be required from time to time
Have	<ul style="list-style-type: none">• Intermediate level experience in a professional environment is preferred but not essential• Ability to use a range of software systems and office efficiency systems• Good ability with preparing PowerPoint presentations• A strong work ethic and sense of personal initiative• Excellent interpersonal skills and the ability to communicate and get along well with others• A commitment to making a difference• A passion for learning and development together with a continuous improvement mindset• A positive, can-do, “roll-up the sleeves” attitude• Proven ability to coordinate projects from design to successful delivery• Solid organisational skills including attention to detail and multi-tasking skills