

Programme Coordinator - PMO – Role Profile

Kaupapa Purpose

The Programme Coordinator will support the Programme Management Office (PMO) staff to manage and coordinate the PMO to support Te Pūkenga programmes of work.

This includes all tasks that enable deliverables to be achieved on time, to budget and producing the desired results. The Programme Coordinator will also support the PMO to ensure updates, reporting, plans and documentation are completed on time, and are documented appropriately.

Waiaro Be

- Highly efficient and organised, with attention to detail, able to multi-tasks and prioritise effectively, working well under pressure.
- Committed to the Reform of Vocational Education and the Charter of Te Pūkenga, including Te Pae Tawhiti (Te Tiriti o Waitangi Excellence Framework).
- A problem solver with a can-do attitude.
- Committed to and capable of partnering with others, works well in a team, taking an inclusive approach but also able to work independently.
- An adaptable and flexible team player with a good sense of humour, with excellent communication and people skills.
- Passionate in the continuous pursuit of enabling ākongā/learners success.

Ngā Mahi Do

- Contribute to the timely delivery, monitoring and reporting of team workplans as needed.
- Assist the PMO to prepare the workstream programme and plans and progress and produce regular reports as required.
- Maintain and update the team risk register as required; identify and advise the Programme Manager of any issues and risks.
- Develop and maintain systems and processes that contribute to team effectiveness and workstream efficiency; provide support and training to project coordinators.
- Liaise on behalf of the PMO with Te Pūkenga directorates, team members and key stakeholders in coordination of programme delivery.
- Ensure that activities relating to the team's work are planned and performed correctly and are within agreed tolerances, notifying the Programme Manager of any potential deviations from plans.
- Support the PMO to induct new team staff to systems and processes that support the work programme.
- Such other reasonable duties as may be required from time to time.

Pūkenga Have

- Knowledge and experience base from the Vocational Education sector.
- Proven ability to contribute to significant projects from design to successful delivery.
- Demonstrated experience of at least 3 years, in or exposure to a range of project and change methodologies (such as Agile, Waterfall, PROSCI).
- Excellent relationship management skills.
- Excellent written and verbal communication skills.
- Solid organisational skills including attention to detail and multi-tasking skills.
- A proven problem solver, able to multi-task and prioritise.