

POSITION DESCRIPTION



PROJECT CO-ORDINATOR

PURPOSE – Provide professional, efficient and effective administration support and coordinate the delivery of the Council’s capital and operational programme of works to ensure projects are completed to scope, on time, within budget, and aligned with Council standards and contracts.

REPORTING TO – Programme Manager

Direct reports: None

KEY ACCOUNTABILITIES

1. Contribute to a culture that prioritises health, safety, and wellbeing through service delivery.
2. Project Support & Admin
 - Be the source of truth for ODC Project Delivery requirements, processes and goals.
 - Guide and educate other ODC staff involved in project delivery
 - Advise, create and drive a system of continuous improvement for the successful delivery of projects
 - Coordinate project timelines, schedules, and deliverables across multiple capital works projects.
 - Maintain project documentation, including work plans, risk registers, and status trackers.
 - Facilitate meetings by preparing agendas, taking minutes, and following up on actions.
 - Liaise with internal teams and external contractors to ensure smooth project delivery.
3. Capital Programme Reporting:
 - Prepare and maintain accurate reports on the progress, status, and budgets of the capital programme of works.
 - Track key project milestones and assist in forecasting project completion dates.
 - Prepare reports and presentations for Council, external agencies, and stakeholders.
4. Contract Administration:
 - Provide administrative support to PMs with NZS391X contract management.
 - Manage purchase orders, payment claims, variations, and other contractual documentation.
5. Development of Project Documentation Suite:
 - Lead the development and implementation of a suite of templates for project charters, management plans, and close-out reports.
 - Collaborate with internal stakeholders to ensure templates meet best practices and align with Council requirements.

- Continuously improve and refine templates based on user feedback and project needs.
6. Health & Safety Monitoring:
 - Ensure health and safety compliance across projects, adhering to Council policies and legislation.
 - Coordinate safety briefings and ensure contractors and staff follow safety protocols.
 - Maintain records of site inspections, incident reports, and corrective actions.
 - Identify and escalate health and safety risks to promote a safe working environment.
 7. Stakeholder Engagement:
 - Maintain effective communication with contractors, community groups, and government agencies.
 - Assist with stakeholder engagement plans to ensure transparency and involvement in key projects.
 - Respond to inquiries and provide timely updates to manage stakeholder expectations.
 8. Compliance and Risk Management:
 - Ensure projects comply with health and safety, environmental, and Council standards.
 - Support PMs with identifying, managing, and mitigating project risks.
 - Monitor adherence to project governance, statutory requirements, and reporting obligations.
 9. Promoting Workplace Wellbeing:
 - Foster a positive and supportive work environment that promotes staff well-being and collaboration.
 - Support initiatives that enhance the physical and mental health of team members.
 - Act as a motivating team player, encouraging open communication and teamwork.
 10. Support administration officers in their duties including but not limited to Cemeteries, Contracts, Payments, Scheduling, Compiling and Publishing Documents, Filing, Data Management and Service Requests.
 11. Work collaboratively with other teams and Groups to develop, implement, and improve ways of working.
 12. Undertake any other duties and functions as may be requested of you by your Manager.

KEY ATTRIBUTES

- Forward-Thinking & Process-Oriented: Continuously looks for ways to improve and streamline systems and processes.
- Motivating Team Player: Inspires collaboration and builds positive working relationships within the team.
- Proactive Problem Solver: Anticipates challenges and implements effective solutions.
- Attention to Detail: Strong focus on accuracy and compliance in reporting and documentation.
- Adaptability: Able to work in a fast-paced environment and adapt to evolving priorities and responsibilities.

- Collaborative Communicator: Skilled in engaging with diverse stakeholders and building positive relationships.
- Excellent administrative skillsets.
- High level of computer literacy using Microsoft Office and information systems.

EXPERIENCE

- Experience in project coordination, ideally within local government, construction, or engineering environments.
- Knowledge of NZS391X contracts and contract administration processes, including Tendering.
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines.
- Excellent communication skills (written and verbal) for engaging with stakeholders and preparing reports.
- Proficiency in project management tools and Microsoft Office Suite (Word, Excel, PowerPoint).

QUALIFICATIONS (Desirable)

- Qualification in project management, business administration, or a related field.
- Experience working on capital works or infrastructure projects.
- Knowledge of local government policies, processes, and statutory requirements.
- Demonstrated relevant training, qualification and or experience.

 Manager

 Date

 Position Holder

 Date