

POSITION DESCRIPTION

Position Title	Project Coordinator- 12 month Fixed Term
Organisation	Electoral Commission
Location	Wellington
Date	September 2021
Reports to	Business Improvement Manager, Enrolment and Community Engagement

Position Purpose

The Project Coordinator is responsible for providing timely, efficient, and quality support to the Enrolment and Community Engagement Project Managers.

Electoral Commission – Te Kaitiaki Take Kōwhiri

Who we are:

We are an independent Crown entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system.

Our objective under the Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

- a) Facilitates participation in parliamentary democracy; and
- b) Promotes understanding of the electoral system; and
- c) Maintains confidence in the administration of the electoral system.

Our Vision:

New Zealanders trust, value and take part in parliamentary elections.

Strategic Mission:

New Zealanders trust, value and take part in parliamentary elections

The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

Our contribution:

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service.

Dimensions of the position for which the incumbent is accountable

Number of direct reports	None
Number of indirect reports	None
Operating budget	None
Other [delegation levels]	None

Important Relationships

Internal

- Chief Electoral Officer
- Electoral Commission Board
- ECE Management Team
- ECE Project Managers
- ECE Community Engagement Project Adviser
- ECE Business Unit Team
- Commission Staff including permanent and temporary field staff

External

- Members of the public
- Community organisations
- Vendors and contractors
- Other public sector organisations
- Suppliers, consultants and contractors.

Accountabilities

Accountability Area	Deliverables / Outcomes
Project Support	<p>Contributes to the achievement of Project objectives by actively participating in project teams and events providing efficient and effective support including.</p> <ul style="list-style-type: none"> • Planning meetings, taking minutes and follow up on actions • Management of the Risk, Assumptions, Issues and Dependencies Registers. • Document management, version control, approvals, and storage online
Project Communication	<ul style="list-style-type: none"> • Working with internal content providers to ensure that the Communication Plans are delivered as documented to the right audience and the right time. • Managing project reporting schedule to ensure that weekly and monthly reports and Steering Committee slide packs are consolidated and delivered on time.
Project Schedule	<ul style="list-style-type: none"> • Supporting the maintenance of the project schedule, including chasing updates and highlighting risks
Project Finances	<ul style="list-style-type: none"> • Maintenance of the project budgeting spreadsheet • Administration of project costs including purchase orders and invoices. • Administration of reporting requirements
Project Recruitment	<ul style="list-style-type: none"> • Support of recruitment and on boarding processes for temporary project staff across the regions
Project logistics	<ul style="list-style-type: none"> • Management of all purchased items, including spreadsheet records, tracking and supplier management.

Accountability Area	Deliverables / Outcomes
Project Events	<ul style="list-style-type: none"> • Working with the project management team to organise venues, accommodation and travel where required • Distributing content to the regional teams • Supporting the project team with arranging workshop venues and ensuring materials are available.
Relationship Management	<ul style="list-style-type: none"> • Ensures that business relationships are maintained at an agreed level by developing, implementing, and maintaining a quality oriented, timely, and service-focussed approach in work programmes and services provided • Maintains high ethical standards of conduct.
Team Effectiveness	<ul style="list-style-type: none"> • Contributes to team effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others, which aim to improve team performance and staff motivation, and assisting other members of the team.
Information Gathering and Analysis	<ul style="list-style-type: none"> • Contribute to the quality of the Commission's operational procedures and related efforts, by actively participating in discussions, suggesting improvements in research and analysis methods, and assisting team members to achieve quality results.
Quality Systems and Service	<ul style="list-style-type: none"> • Contributes to the achievement of Commission goals against measures of time, cost and quality, by giving consideration to, and applying, these standards in day-to-day work. • Practices a continuous improvement approach by reviewing own work methods and maintaining a positive approach to solving problems/issues. • Ensures that service levels for internal and external customers meet agreed standards by focusing on application of quality work standards and methods and the timely delivery of agreed services.
Workplace Effectiveness and Corporate Contribution	<ul style="list-style-type: none"> • Contribute to the Commission's effectiveness by offering value adding suggestions at meetings, providing learning feedback/comments and support to others which aim to improve team performance and staff motivation, and assisting other members of the team.
Health and Safety	<ul style="list-style-type: none"> • Complies with the Commission's health and safety policies and procedures. Takes action to improve the health and safety record of the workplace. Ensures equipment and work areas are well maintained. • Takes personal responsibility for keeping themselves, co-workers and equipment free from mishaps. • Ensures timely and accurate reporting of any hazards or any hazards or potential hazards so that they may be remedied.

Person Specifications

Qualifications and Technical Skills:

- A relevant tertiary qualification and/or equivalent experience
- Excellent oral and written communication skills, including minute-taking at meetings
- Familiarity with Microsoft Office including Microsoft Project and Excel

Experience and Knowledge Profile:

- Relationship management skills and ability to work in a team
- Planning and organisational skills
- Ability to work with the detail but understand the bigger picture
- Problem analysis skills and good judgement
- High level of flexibility and ability to multi-task
- Strong written and verbal communication skills
- Strong computer skills
- Demonstrated ability to work independently and to show guided initiative.

Key Competencies Required:

- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Problem-Solving:** Uses sound logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; looks beyond the obvious and doesn't stop at the first answer.
- **Teamwork:** The ability to quickly find common ground and solve problems for the good of all, representing his/her own interests and yet being fair to others in the group. The ability to solve problems with peers with a minimum of noise. A team player who easily gains the trust and support of peers. Encourages collaboration and can be candid yet tactful with peers.
- **Good Judgement:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Communication:** Able to express thoughts and ideas with clarity and present a consistent point of view both orally and in a written format.
- **Results Orientation:** The ability and desire to achieve effective results, and work towards or exceed an agreed goal within agreed timeframes.
- **Integrity and Trust:** Is widely trusted; is seen as a direct truthful individual; can present the unvarnished truth in an appropriate manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Our Values

Ngā uara hai pou mō te Kaitiaki take Kōwhiri, kia eke ai to māramatanga ki te pōti
Our values help guide us in our mission that all New Zealanders trust, value and take part in Parliamentary Elections.

The Commission's TAUMATA values framework is the result of embracing the opportunity to define our values in a meaningful way that reflects Aotearoa's bicultural context. The five values together form TAUMATA: a summit or peak which is often associated with an arduous journey, with levels along the way, elevating to a higher plain, and success.

TAUMATA – Values Framework

Ngā Uara / Values <i>translation</i>	Explanations
Tūhonotanga To join, bond, attach, connect <i>Connecting / building and maintaining relationships</i>	Bringing people together to increase participation in democracy.
Aratakina To conduct, lead, point out, guide <i>Knowledge Transfer</i>	Guiding towards greater understanding.
Uakaha Vigour, energy, dynamism, enthusiasm <i>Energy / dynamism / innovation</i>	Being dynamic and energetic in what we do.
Manaakitanga Hospitality, kindness, generosity, support <i>Power Transfer</i>	Demonstrating generosity and empowering people.
Tika Be true, valid, honest, genuine, sincere <i>Integrity and honesty</i>	Doing things right; doing the right things!