**Kaituitui | Project Coordinator**

Position Description

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| Team/Unit | Engagement Rōpū |
| Reports to | Research & Engagement Team Leader |
| Location | Wellington / Auckland |
| Salary Band | 2B |
| Direct Reports | Nil |
| Approved by | Tatau Uruora | Kāwanatanga Leader |
| Date Approved |  |

**Ko wai mātou |About Human Rights Commission**

Te Kāhui Tika Tangata (the Commission) is Aotearoa New Zealand’s national human rights institution (NHRI), accredited A status under the Paris Principles that internationally set the standard for NHRIs. The Commission was created in 1977 and is enabled by the Human Rights Act 1993 to protect and promote human rights in Aotearoa. We operate independently of Government as an Independent Crown Entity however we are funded through the Ministry of Justice and are accountable as such for the use of public funds.

It is a privilege to be part of the human rights movement. People are counting on us to ensure their lives are better. But it is also a time when rights are not always easily understood or respected. It is work that comes with obligation and a responsibility to Aotearoa to ensure rights and standards enshrined in domestic and international law are upheld.

As an NHRI that is a Te Tiriti based organisation (TBO), we aim to ensure that all four articles of Te Tiriti o Waitangi (Te Tiriti) are upheld at every level of the organisation and in all our activities. Our expectation is that all individuals and teams have an important role in contributing to this journey and to be nimble, focused and coordinated for collective impact.

**Ō mātou uara I Our values**

Our values guide how we behave as an organisation and as individuals to achieve our mission:

* Mana tangata – human dignity
* Māia, tika, pono – courage and integrity
* Whanaungatanga – relationships

**Mō tō mātou rōpū I About the team**

The Engagement rōpū is focused on public-facing engagement and ensuring impact on our strategic pieces of work to realise changes in people’s lives, changes in attitudes and changes in policy, legislation or practice. The work of the rōpū is aligned to the Commission’s strategic plan and is multifaceted including advocacy, stakeholder engagement, public consultation, research and communications. The rōpū works on collective impact by providing advisory support for commissioners; research and engagement; and communications and media.

Throughout each year teams will be expected to contribute to the statutory obligations of the Commission including designing strategy, business planning, quarterly and annual reporting or other needs as they arise.

**Tēnei Tūranga I About the role and purpose**

The Kaituitui | Project Coordinator is a key member of cross-Commission project teams developing and implementing systems to support the successful delivery of Human Rights projects. The role works across a range of large and small-scale projects assisting with project processes, internal and external stakeholder management, document management, logistics, and planning and reporting. The Project Coordinator also proactively assists, or may be directed when there is capacity, with administrative support within their team and rōpū and wider Commission.

The direct line manager is the Research & Engagement Team Leader.

**Mahi ngātahi I working relationships**

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| **Internal** | **Nature of the relationship** |
| Research and Engagement Team Leader | * Seeks direction and guidance on the delivery of the work programme, key milestones, risks and mitigations
* Seeks guidance on process, individual development and management support
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| Other team members | * Collaborates with and works on deliverables and/or projects
* Shares information
* Engages and connects with others, listens and communicates constructively and respectfully
* Assists colleagues proactively and willingly, where capacity allows
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| Internal stakeholders | * All teams in Te Kāhui Tika Tangata
* Kāwanatanga and Tino Rangatiratanga Leaders
* Commissioners
* Waihanga Maramatanga Leadership Team
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| **External relationships** | **Nature of the relationship** |
| Tangata whenua | * Iwi/Māori community leaders, panels, kaumātua
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| External stakeholders | * Commission stakeholders, external advisors, contractors and communities of interest
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**Ngā Haepapa I Accountabilities**

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| Priorities | **Provides outstanding project coordination service and support** * Works with Research and Engagement Team Leader to develop project planning documents, budgets, and other key project documentation
* Manages project team communications
* Organises community/stakeholder engagement including events
* Maintains project tasks register, prompts project team members and monitors project deliverables
* Organises project logistics – bookings, venues, travel etc
* Assists Project Managers with document preparation, including coordinating input from other staff and providing quality assurance on the document formats, content (e.g. grammar, spelling) and overall style
* Assists Project Managers with workload, planning meetings, collection and collation of information, and other related activities as required
* Ensures all records are maintained electronically and can be easily accessed, including assisting project manager with preparation of budgets and financial reports
* Assisting with invoicing and expense claims processes
* Triages internal and external project queries and requests for information promptly and professionally

**Provides secretariat and meeting administration support*** Provides secretarial support to project advisory/reference groups as needed.
* Understands team priorities by attending regular meetings, taking notes and following up action points.
* Provides services to other areas when capacity allows, and as directed by the Research & Engagement Team Leader.

**Supports stakeholder relationships*** Keeps records in CRM up to date for key project stakeholders
* Develops positive and professional relationships with other Commissioners, the Kāwanatanga and Tino Rangatiratanga Leaders, and Commission staff

**Assists with monitoring delivery*** Works with Project Manager to provide project monitoring and reporting and coordinates internal reporting
* Assists with tracking and reporting on the impact of the team’s work to support the development of evidence on the progress of impact priorities and the Commission’s performance
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| Te Tiriti o Waitangi and Equity | * Applies knowledge of Te Tiriti o Waitangi and its application in our organisation to all work practices
* Attend appropriate Te Tiriti o Waitangi education
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| Other duties | * Assists with other team administration as needed and directed by Research and Engagement Team Lead.
* Undertakes any additional duties as reasonably required by the Research & Engagement Team Leader
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**Project Coordinator**

**Ngā Āheinga I Capabilities**

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| --- | --- |
| Qualifications and training | * Professional qualification or equivalent experience in business/public sector administration/management.
* Formal training in project management methodology desirable
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| Security clearance | * Criminal Conviction Check - Ministry of Justice
* Serious Misconduct Check – Public Service Commission model standards assurance
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| Experience and skills | **Essential*** 2-3 years’ practical experience in project administration and a minimum of 1 year in project co-ordination
* Solid experience in project management processes and procedures
* Excellent self-organisation skills, detailed oriented and outcome-focused
* Ability to work in complex and dynamic environment

**Desirable*** Experience with assisting with the coordination of several projects concurrently
* Experience providing secretarial support to project teams and meetings
* Experience supporting multiple projects
* Excellent customer service ethic and orientation
* Excellent computer literacy, including MS Office Suite as well as Monday.com or similar project management/CRM application
* Experience in working with SharePoint and or/related document and data management tools

**Analysis*** Thinks analytically, conceptually and laterally
* Makes links between diverse pieces of information
* Can recognise the detail and the big picture of issues or pieces of work

**Communication and influence*** Employs clear and effective two-way communication, spoken and written, with a wide range of people and in all situations, to listen to persuade, and to influence others

**Building and sustaining relationships*** Establishes and maintains positive relationships with colleagues and stakeholders internally and externally

**Adaptability and innovation*** Demonstrates an innovative approach to problem solving and decision making with a capacity to develop and deliver effective solutions
* Recognises the need to be nimble and iterative to achieve progress in a changing environment
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| Personal commitment and integrity | **Commitment to Te Tiriti o Waitangi and human rights*** Demonstrated commitment of / or experience working in a Tiriti context and understanding of Te Tiriti relevance to the work of the Commission
* Demonstrates personal commitment to human rights and harmonious relations

**Conduct*** Understands the role and nature of a national human rights institution and the conduct required of its members
* Displays the highest standards of personal and professional behaviour
* Models behaviours consistent with the Commission’s values and holds others accountable for those behaviours
* Displays a high degree of consistency in personal behaviour with a reputation for absolute trustworthiness
* Proven record of confidentiality, discretion and judgment
* Demonstrates commitment to continual personal development

**Wellbeing, Health and Safety*** Advocates, supports and ensures compliance with the requirements of the Health and Safety at Work Act 2015
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**As a Public Servant**

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders.  The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law.  We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi.  Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.