

POSITION DESCRIPTION

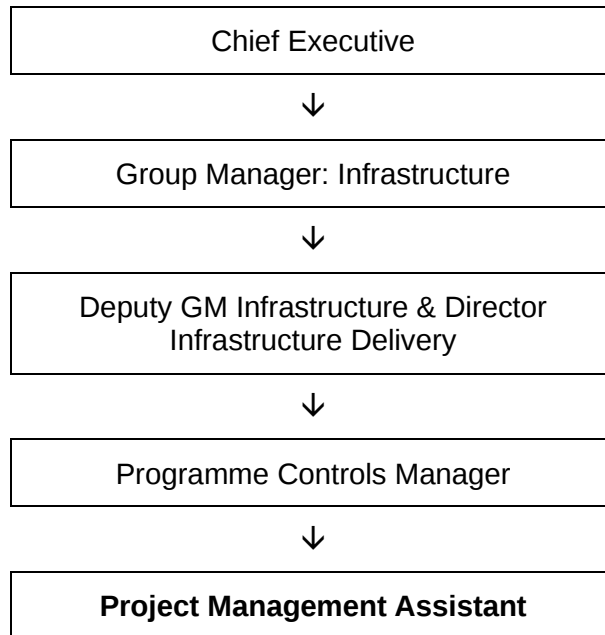
Position: Project Management Assistant

Team: Programme Delivery Office

Group: Infrastructure

Responsible To: Programme Controls Manager

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Infrastructure Group. The Group includes 3 Waters, Transportation, Programme Delivery, Asset Management Business Support and a professional services panel of consultants.

The purpose of this position is to provide essential support to projects managers and teams by:

- Handling project and programme administrative tasks
- Coordinating project activities
- Ensuring smooth project execution

This role involves supporting Programme and Project Managers tasks like scheduling, documentation, communication and resource management, ultimately contributing to the successful completion of projects within defined timelines and budgets. In essence, the project management assistant acts as the backbone of a project, ensuring that all administrative and logistical aspects are handled efficiently, allowing the project manager to focus on strategic decision-making and stakeholder management.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

- **Project Planning and Coordination:** Assisting in the creation of project plans, timelines, and schedules. Breaking down projects into manageable tasks and assigning responsibilities. Coordinating project activities and ensuring they align with overall project goals.
- **Documentation and Reporting:** Creating and maintaining project documentation, including meeting minutes, status reports, and progress updates. Tracking project expenses and preparing financial reports.
- **Communication and Collaboration:** Facilitating communication between team members, stakeholders, and external vendors. Ensuring that information is disseminated effectively and that everyone is informed of project progress.
- **Resource Management:** Assisting with resource allocation and tracking, ensuring that the necessary resources (personnel, equipment, materials) are available when needed.
- **Risk Management:** Identifying potential risks and issues and assisting in the development of mitigation strategies.
- **Meeting Management:** Scheduling and organising project meetings, preparing agendas, and distributing meeting materials. Recording and distributing meeting minutes.
- **Quality Assurance:** Ensuring that project deliverables meet quality standards and adhere to established guidelines.

Important Functional Relationships

External

Contractors
Consultants
General Public
Ratepayers
Businesses/ Contractors
Other Local Authorities
Government departments
Creative NZ
Community grant applicants
Contract for Service holders
Community groups

Internal

Mayor
Councillors
Chief Executive
Group Managers
All other Council Staff

Committees/Groups

Civic Development
Committee
Strategy & Recovery
Council
Risk & Assurance

Person Specification

Skills and Qualifications

- **Strong organisational and time management skills:** The ability to manage multiple tasks, prioritise effectively, and meet deadlines.
- **Excellent communication and interpersonal skills:** The ability to communicate clearly and effectively with various stakeholders.
- **Proficiency in project management software and tools:** Familiarity with tools like Microsoft Project, Asana, or similar.
- **Attention to detail:** Ensuring accuracy in documentation, reporting, and record-keeping.
- **Problem-solving skills:** The ability to identify and resolve issues that may arise during the project lifecycle.

Knowledge/Experience

Have some experience with local authority and a background knowledge of the project lifecycle. In particular, the position holder should have experience with:

- Liaising and consulting with the public, retailers, consultants, contractors, utility service providers, local authorities, developers, and professional service providers
- Knowledge of project management methodologies is a plus.
- Contract Administration
- Project Administration
- Working knowledge of quality systems and processes
- Customer Service
- Budget Management

Personal Competencies

- Ability to handle multiple tasks, work under pressure and prioritise work to meet deadlines.
- Ability to communicate in written and oral form and to effectively consult and negotiate with the internal and external stakeholders
- Ability to analyse situations and issues and make clear decisions, judgements on actions to be taken and commit to seeing it through
- Time Management and organisational skills
- Proven communication, interpersonal and negotiating skills
- Proven ability to adapt and deal effectively with changing priorities and requirements.

Personal Attributes

- Commitment to a high standard of performance, integrity, honesty and trustworthiness
- Professional in approach, accept accountability for self and team decisions
- Able to work efficiently and effectively to a high standard
- Courteous, friendly personality with a sense of humour.
- Able to work under pressure with minimal supervision and display sound judgement.
- Ability to work effectively as a team member and contribute to the team's success.
- Pro-active - Prepared to look for solutions and improvement opportunities