

POSITION DESCRIPTION

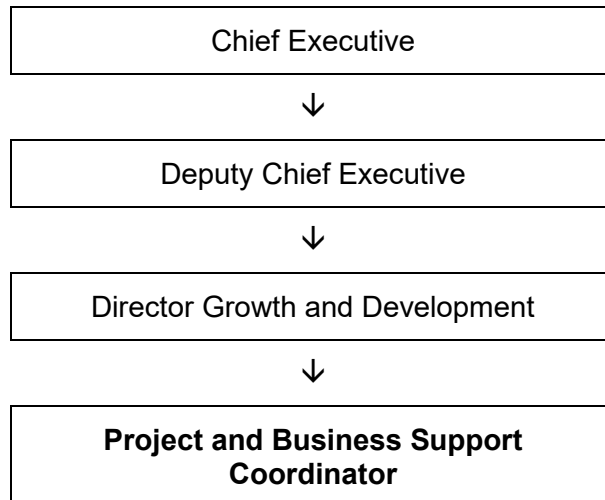
Position: **Project and Business Support Coordinator**

Team: Growth and Development

Group: Growth and Development

Reports to: Director – Growth and Development

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 Growth and Development team that sits within the Chief Executives Office. The Growth and Development team provides strategic leadership for how Hastings grows and develops over the short, medium and long term. The team is responsible for:

Strategic Growth and Spatial Planning Leadership

- Leading long-term growth and spatial planning including the Future Development Strategy (FDS), Regional Spatial Plan (RSP), structure plans and Local Area Plans.
- Ensuring alignment with national and regional policy, infrastructure readiness and community outcomes.

Growth Policy, Funding, Recovery and Forecasting

- Translating central government policy on housing, infrastructure and urban planning into locally relevant and actionable strategies.
- Growth monitoring, forecasting and administration of Development Contributions to support sustainable investment and cost recovery.

Urban Development and Housing Enablement

- Strategic leadership of medium-density housing, urban redevelopment and regeneration initiatives.
- Development of public–private partnerships and business cases to unlock affordable and diverse housing supply while managing Council risk.

Integrated Planning and Strategic Relationships

- Championing cross-Council coordination across land use, infrastructure and community planning.
- Acting as a senior liaison with development partners across residential, industrial and commercial sectors.

This role provides high-quality project, administrative, and business support to the Growth and Development team. It supports the effective delivery of Council's strategic growth, spatial planning, urban development, and housing initiatives through strong coordination, accurate information management, sound financial administration, and well-functioning business and project support systems.

The role contributes to the Growth and Development teams' leadership in shaping sustainable growth outcomes for the Hastings District by supporting integrated planning, effective partnerships, and informed decision-making.

The position supports the Director – Growth and Development and members of the team by providing reliable, proactive, and professional business support services.

Business Support

- Proactively manage the Director's diary, priorities, correspondence, and meeting logistics to ensure effective use of time, forward planning, and alignment with strategic and statutory obligations.
- Coordinate and deliver consistent, high-quality business support services across the Growth and Development team, including acting as the primary administrative contact, managing service requests and complaints, and maintaining confidentiality of information.

- Manage the preparation, quality control, storage, and retrieval of reports, briefings, correspondence, and official records, ensuring effective document management, version control, confidentiality, and compliance with Council's content management and record-keeping requirements.
- Coordinate meeting logistics for the team, including scheduling, agenda preparation, documentation, minute-taking, and acting as the administrative point of contact for project participants and stakeholders.
- Provide high-level administrative and coordination support for key growth, development, projects, and strategies, including milestone tracking, coordination of inputs, and support for programme delivery.
- Act as a trusted and professional point of contact between the Director and internal teams, external partners, iwi, developers, consultants, and government agencies, ensuring clear communication and timely follow-up.
- Assist with the preparation and coordination of briefings, reports, presentations, and correspondence, ensuring accuracy, quality, confidentiality, and compliance with Council systems and standards.
- Support effective directorate operations through financial administration (including invoicing, purchase orders, and budget tracking), continuous improvement of processes, compliance with Council systems, and continuity of support across the Growth and Development team.
- Provide project and technical administrative support, including preparation of reports, presentations, contracts, tenders, Infocouncil papers, public consultation materials, and support for the LTP Project Programme.
- Provide financial and transactional administration services, including invoicing, claims processing, refunds, payment tracking, and ensuring timely responses to service delivery requirements.

Project and Programme Support Provide project administrative support to Project Managers to ensure the effective and efficient operation of Council project and programme processes.

- Maintain accurate and up-to-date records, including oversight of the Growth and Development teams work programme and progress tracking systems.
- Provide administrative support to the wider Asset Management business as required, ensuring alignment and integration across Council functions.
- Deliver responsive and high-quality customer service by supporting project teams and assigned initiatives to meet agreed objectives and timeframes.
- Apply an integrated approach to business support, identifying opportunities for continuous improvement through the Quality Management System.
- Coordinate project and programme administrative activities, supporting smooth project delivery and effective execution.

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.

Important Functional Relationships

External

Developers
Consultants
General Public
Ratepayers
Businesses/ Contractors
Other Local Authorities
Government departments
Regional Partners
Iwi and Mana Whenua
Community groups

Internal

Mayor
Councillors
Chief Executive
Group Managers
All other Council Staff

Committees/Groups

Council
Strategy & Recovery

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 MS Office software and tools – Outlook, Word, Excel, PowerPoint etc:** 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.

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, consultants, contractors, utility service providers, local authorities, developers, and professional service providers
- Knowledge of project management methodologies is a plus.
- 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