

# Projects Coordinator

Every day, people across Unitec are working with our students, enterprises and communities because we care about making lives better.



## Position purpose:

This position exists to provide effective and efficient project coordination and administrative support to the relevant function. The Projects Coordinator will add value to Unitec by performing the tasks associated to their project work in collaboration with their functional department offering expertise to the Director and colleagues focusing on positive outcomes for students and staff.

Key Areas	Key Responsibilities	Expected Outcomes
<b>Project Coordination</b>	<ul style="list-style-type: none"> <li>Project document control</li> <li>Project Control Group (PCG) meeting recording</li> <li>Project document review and contract</li> <li>Budget information support and analytics</li> <li>Provide coordination and administration for projects</li> <li>Support Director Infrastructure Operations on all administration functions.</li> <li>Project Reports and Property Reports</li> <li>Procurement requirements completed for all contractors</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring all project documentation is provided and completed</li> <li>Recording accurate minutes for all PCG's, strategy and concept design meetings</li> <li>Ensuring all required documents are completed and present in recording system.</li> <li>Robust, timely and accurate information provided regarding projects budget</li> <li>Initial scoping of projects support</li> <li>Assist with project reports / property report reviews and ensure timely delivery</li> <li>Ensure all main contractors have contracts and procurement requirements completed</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>Coordinate and provide administration support to the relevant support team and function</li> <li>Provide administration support to the Director</li> <li>Minute recording for team and committee meetings</li> <li>Active involvement in committee's requirements</li> <li>Coordinate the team administration communication requirements</li> <li>Update the Nest page and information for the function</li> <li>Organise First Aid / Fire Warden Training with Providers</li> <li>Other activities as directed</li> </ul>	<ul style="list-style-type: none"> <li>Well coordinated team with coordination and administration support</li> <li>Effective Director administration support</li> <li>Timely management of agenda preparation and minutes distribution</li> <li>Collaborative partnering with committee Chair's to ensure meetings run smoothly</li> <li>Monitoring, Answering or facilitating direction of any queries raised through the functions shared email</li> <li>Access rights to Nest information page. Ensure all information is accurate and updated when required</li> <li>Manage class capacities for Fire Warden / First Aid Training – trainer / room and communications</li> </ul>

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Key Areas	Key Responsibilities	Expected Outcomes
<b>Health and Safety Support and Platform Activities</b>	<ul style="list-style-type: none"> <li>Minute recording for Health and Safety Representative Meetings</li> <li>Minute recording for Incident Management Team Meetings (IMT)</li> <li>Safe 365 recording evidence and tracking of action completion</li> <li>Vault Administration</li> <li>ACC Injury Management Co-ordination</li> <li>Staff Observation Sessions &amp; Executive Safety Walks</li> </ul>	<ul style="list-style-type: none"> <li>Managing Staff list for IMT Emergency Messaging System</li> <li>Complete and Maintain Actions Register-update respondents</li> <li>Recording of Inductions if required on current system</li> <li>Filed evidence under correct Unitec pathway or department.</li> <li>Reports gained from Safe 365</li> <li>Vault Administration rights – ensuring correct authorization and access for staff.</li> <li>Moderation of events that require escalation</li> <li>ACC injury management system reviews and communications provided to Health and Safety Advisors</li> <li>Tracking Staff Observations and coordinating Executive Safety Walks</li> </ul>
<b>Financial Support</b>	<ul style="list-style-type: none"> <li>Receive invoices relevant to function and create POs for approval</li> <li>Ensure all invoices are recorded and filed accurately</li> </ul>	<ul style="list-style-type: none"> <li>All Invoices are checked and processed in a timely manner in line with Unitec policies</li> </ul>
<b>Other Tasks/Projects</b>	<ul style="list-style-type: none"> <li>Achieve other task/project related goals and performance objectives as assigned by and agreed with your Manager</li> </ul>	<ul style="list-style-type: none"> <li>Agreed tasks met within required scope and timeframe</li> </ul>
<b>Performance and Development Management</b>	<ul style="list-style-type: none"> <li>Manage own individual performance and development in accordance with the Unitec Performance and Development Management Policy</li> </ul>	<ul style="list-style-type: none"> <li>Own performance and development is managed in accordance with the Unitec Performance and Development Management Policy</li> </ul>

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Key Areas	Key Responsibilities	Expected Outcomes
Health and Safety	<ul style="list-style-type: none"><li>You will demonstrate commitment to Unitec's health and safety rules and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others. You will be required to report any potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm.</li><li>Promotes a culture of zero harm, including safe working practices and behaviours and sustainable environmental practices.</li><li>Models zero harm behaviours.</li><li>Identifies and minimises business risks and compliance issues.</li><li>Partners with the Health and Safety team to align strategies and drive a zero harm culture.</li></ul>	<ul style="list-style-type: none"><li>Unitec's Health and Safety measures are met or exceeded.</li><li>All risks effectively managed and no compliance issues.</li><li>Processes and culture reinforce Unitec Kaupapa.</li></ul>

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<p><b>Unitec Kaupapa</b></p>	<p>Actively participate to uphold the Unitec Kaupapa and the factors that will enable success as follows;</p> <p><b>Our Partnership</b></p> <ul style="list-style-type: none"> <li>Te Noho Kotahitanga is Unitec's partnership between Māori and non-Māori underpinned by the principles of Rangatiratanga, Wakaritenga, Kaitiakitanga, Mahi Kotahitanga and Ngākau Māhaki</li> </ul> <p><b>Our Purpose</b></p> <ul style="list-style-type: none"> <li>Led by Te Noho Kotahitanga we manaaki the success of our students and communities</li> </ul> <p><b>Our Success</b></p> <ul style="list-style-type: none"> <li>Improve the success of all learners, achieving parity for Māori, Pacific and Under 25s by 2022, enhancing success of International learners and Disabled learners and services the educational needs of Tāmaki Makaurau</li> <li>Provide high quality learning, teaching and applied research to develop work-ready lifelong learners and return to Category One</li> <li>Engage and inspire staff so they are proud to work at Unitec and are equipped with the capabilities to support quality learning</li> <li>Build a financially sustainable organisation to invest in the future with an operating surplus by 2022</li> </ul> <p><b>Our Values</b></p> <ul style="list-style-type: none"> <li>Rangatiratanga (Authority and Respect)</li> <li>Wakaritenga (Legitimacy)</li> <li>Kaitiakitanga (Guardianship)</li> <li>Mahi Kōtahitanga (Co-operation)</li> <li>Ngākau Mahaki (Respect)</li> </ul> <p><b>Our Way</b></p> <p>A dynamic community of learners engaged in a culture of open inquiry</p>	<p>Unitec Values and Code of Conduct are upheld, and positive feedback is received from key stakeholders.</p>
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## What you will bring

### Qualifications

- Diploma level qualification or equivalent administration work experience of at least 3 years' continuous employment

### Role Related Experience

#### Essential

- An understanding or desire to learn Te Reo Māori, Tikanga Māori and the values and practices of Kaupapa Māori
- Evidence of active engagement in building diverse, inclusive and equitable work places/environments
- Ability to interpret, or learn to interpret, and apply policy in a variety of contexts
- Highly developed communication skills, confidence in written (email) and in person interactions
- High levels of computer literacy, confidence working with databases and strong proficiency in Microsoft Word, Excel and Outlook
- Excellent attention to detail, accuracy in work completed
- Self-management skills, prioritisation skills and ability to work to timelines
- Ability to work as part of a team and contribute positively to team culture and deliver on team goals

#### Desirable

- 3-5 years' experience in tertiary education in the context of Aotearoa New Zealand
- 3-5 years' administration experience in a medium to large organisation
- Experience in agenda management and secretariat work

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## Leadership competencies required

- **Fosters a Student-Centred Whānau**  
Building strong customer and student relationships and delivering solutions to the Unitec whānau
- **Engages with Difference**  
Harnesses the value that different perspectives and cultures bring to Unitec
- **Collaborates**  
Building partnerships and working collaboratively with others to meet shared objectives
- **Builds Trust**  
Gaining the confidence and trust of others through honesty, integrity, and authenticity
- **Ensures Accountability**  
Holding self and others accountable to meet commitments
- **Develops Self-Awareness and Reflective Practice**  
Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses
- **Demonstrates Ongoing Commitment to Engaging in Treaty-Based Partnership**  
Takes responsibility as a partner in living Te Noho Kotahitanga
- **Cultivates Curiosity and Innovation**  
Examining the status quo, identifying opportunities and introducing real world solutions for improvement

## Financial Authority

Budget owner	No
Delegated Financial Authority as per Unitec's Delegations Policy	No
Responsible for new employee hire	No

## People Management

Number of Direct Reports:	0
Number of Indirect Reports	0
Responsible for contract staff, and/or coaching, training of others	No

## Dimensions of the position

Safety sensitive role:	No
Vulnerable Children Act applicable:	No

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## Position Contacts and Relationships

Internal	External	Committees/Groups
Internal staff and stakeholders	External stakeholders	As required
Directors	As applicable to specific team and project tasks	As applicable to specific team and project tasks
Contractors		
People and Culture		
The role reports to the Health & Safety Manager		