



**Tauranga**City

## Job description

<b>Title</b>	City Waters Coordinator
<b>Number</b>	3CW318
<b>Group</b>	Infrastructure
<b>Division</b>	City Waters
<b>Reports to</b>	Manager: Directorate Services
<b>Direct reports</b>	N/A
<b>Date</b>	28/08/2025

### Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

### Job purpose

The primary purpose of this role is to provide exceptional (efficient, high quality, professional and comprehensive) administration and support services to the City Waters Management team, the wider City Waters division, and the Multi Council Water Organisation project.

### Key outcomes

<b>Administrate for strategic group projects, and steering groups where required.</b>	<ul style="list-style-type: none"><li>• When required, attend and document meetings and processes for strategic projects aligned with the three waters activity area.</li><li>• Registers and schedules are managed to support strategic projects.</li><li>• Produce documents, manage records, and respond to incoming correspondence as needed.</li><li>• Act as Project Coordinator for strategic projects, and key collaborative relationships.</li></ul>
<b>Provide key support to the City</b>	<ul style="list-style-type: none"><li>• When required co-ordinate activities, diary, and processes for the City Waters management team.</li></ul>

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<b>Waters Managers and Division.</b>	<ul style="list-style-type: none"> <li>• Opportunities for continuous improvement of City Waters delivery systems and processes are identified.</li> <li>• Delegated assignments are completed to enable informed decision-making.</li> <li>• High-quality and timely administration support to the City Waters Division.</li> <li>• Key documents are up to date and tasks owners are kept to agreed timeframes.</li> </ul>
<b>Provide administration support for contracts.</b>	<ul style="list-style-type: none"> <li>• High level secretariat support is provided to City Waters staff who are managing contracts.</li> <li>• When required, provide project coordinators and project managers with support.</li> <li>• Complete other project administration support tasks as required.</li> </ul>
<b>Provide project support for Multi Water Organisation project</b>	<ul style="list-style-type: none"> <li>• Secretariat support is provided to Multi water Organisation project.</li> <li>• When required, provide support across both TCC and WBOPDC Councils.</li> <li>• Complete other project administration support tasks as required (project plan and project documentation).</li> </ul>
<b>Provide finance and system support.</b>	<ul style="list-style-type: none"> <li>• Support and data assistance is provided across the division for Council's finance and records management systems, SAP and objective.</li> <li>• Opportunities for improved systems and processes for the division are identified and implemented in association with each of the teams.</li> </ul>

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

## Person specifications

<b>Essential</b>
<ul style="list-style-type: none"> <li>• At least 5 years' experience operating in a similar role or at a similar level coordinating comparable projects and supporting a comparable Executive(s).</li> <li>• Strong interpersonal and relationship development skills with a track-record of working collaboratively.</li> <li>• Demonstrated analytical mindset, skilled problem-solving practitioner.</li> <li>• Advanced computer system skills including Microsoft Office suite, in particular Microsoft Word, Excel, Power Point and Teams, and MS Project.</li> <li>• Proven ability to prioritise and manage time effectively and work to tight deadlines.</li> </ul>

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## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections