



TaurangaCity

Job description

Title	Project Coordinator – Major Projects
Number	
Group	Major Projects
Division	Major Projects: Support Services
Reports to	Portfolio Manager: Civic & Support Services
Direct reports	None
Date	03.08.26

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 professional project co-ordination and administration support to the Programme and Project Managers delivering Civic Development Projects.

Key outcomes

Develop, implement and maintain project management systems, processes and documentation.	• Work with Programme and Project Managers to improve reporting processes across a project's lifecycle. • Contribute to project delivery following TCC project management tools, systems, and processes. • Ensure effective processes are in place so that team members and the wider organisation have access to accurate and relevant information. • Actively identify and implement improvement opportunities.
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	• Assist with reporting to the wider organisation, as well as to project governance and steering groups. • Assisting new starters and project administrators upskilling in relevant systems and processes.
Perform delegated project management functions on projects.	• Proactively support the Programme and Project Managers with overall programme monitoring, monthly financial reporting requirements and team administration. • Perform key administrative tasks in support of Project Managers. • Become the go-to person for programme monitoring and reporting requirements.
All team members make active and positive contributions to the team culture and ways of working.	• Lessons learned are proactively shared to improve the capability of all team members. • Look for opportunities for continuous improvement in systems, processes and people.

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.

Essential person specifications

- Tertiary qualification or equivalent experience in a relevant field.
- Relevant project coordination experience.
- Strong communication and organisational skills.

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WHANAKE TE TAI

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