



**Tauranga**City

## Job description

<b>Title</b>	Project Coordinator
<b>Number</b>	101215
<b>Group</b>	Community Services
<b>Division</b>	Spaces and Places
<b>Reports to</b>	Senior Programme Advisor
<b>Direct reports</b>	None
<b>Date</b>	2 May 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 professional project co-ordination and administration support to the Project Managers and Programme Manager delivering Spaces and Places Capital Projects.

### Key outcomes

<b>The Spaces and Places projects experience a high level of administration and coordination support.</b>	<ul style="list-style-type: none"><li>• Proactively support Project Managers in all aspects of project delivery.</li><li>• Proactively support the Programme Manager with overall programme monitoring, monthly financial reporting requirements and team administration.</li><li>• Perform key administrative tasks in support of project managers.</li><li>• Contribute to the efficient use of the project team resources.</li><li>• Become the go-to person for administrative duties for projects.</li></ul>
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<p><b>Provide subject matter expertise on Project Management systems and processes.</b></p>	<ul style="list-style-type: none"> <li>• Work with Team Leaders to improve reporting processes across a project's lifecycle.</li> <li>• Contribute to project delivery following TCC project management tools, systems, and processes.</li> <li>• Ensure effective processes are in place so that team members have access to accurate and relevant information.</li> <li>• Actively identify and implement improvement opportunities.</li> <li>• Coordinate project governance groups.</li> <li>• Upskilling new starters in relevant systems and processes.</li> </ul>
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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

<ul style="list-style-type: none"> <li>• Tertiary qualification in relevant field.</li> <li>• Relevant project management/coordination experience.</li> <li>• Experience in using the Microsoft suite of products</li> <li>• Strong communication and organisational skills.</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