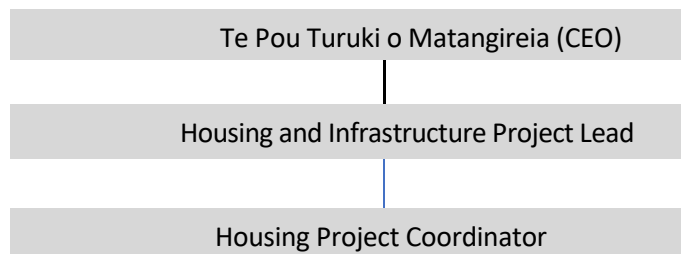


## Position Description



<b>POSITION TITLE</b>	<b>Housing Project Coordinator</b>
<b>LOCATION</b>	Whakatane
<b>REPORTS TO</b>	Housing and Infrastructure Project Lead
<b>PURPOSE OF POSITION</b>	To assist and support the assessment, planning, implementation, and delivery of housing projects led by Te Tohu o Te Ora o Ngāti Awa, Kawarehe Trust and MK Ratahi Trust.
<b>VISION</b>	<b>Te Pou Mataaho</b> – the achievement of optimum health and wellness for clients we work with and their whanau, hapū and Iwi.
<b>MISSION</b>	To achieve prosperity and well-being for our whanau and our communities, we service through a high performing organisation.
<b>VALUES</b>	<b>Tika</b> – working with integrity <b>Whakapono</b> – working toward the vision/genuine intent <b>Aroha</b> – compassion and regard for others

### REPORTING STRUCTURE



### DIRECT REPORTS

Nil

### RELATIONSHIPS

#### Internal

- CEO
- Housing Project Staff
- Chief Financial Officer
- NASH Executive Managers
- NASH Staff
- NASH Trustees
- Ngati Awa uri and Marae

#### External

- Property Development Consultants
- Clients and/or whanau
- Government agencies
- Whakatane District Council
- External Consultants and Project Managers
- Iwi and Maori Health & Social Service Providers
- Community Providers
- Other

KEY ACCOUNTABILITY	PERFORMANCE GOALS /EXPECTED RESULTS
<p><b><u>Project Coordination</u></b></p> <ul style="list-style-type: none"> <li>○ Create and maintain ‘fit for purpose’ meeting minutes, written reports, diagrams, and work programmes to summarise a large amount of information and convey key points to leadership.</li> <li>○ Implements ‘fit for purpose’, innovative systems, processes, and documentation to allow effective planning and oversight of multiple projects.</li> <li>○ Provides secretarial support to Housing and Infrastructure Project Lead and governance group meetings – including maintaining forward agenda, booking meetings, preparing meeting documentation, recording succinct and accurate meeting minutes, and follow-up on actions.</li> <li>○ Takes accountability for documentation management for the project and ensures all project documents follow appropriate document control.</li> <li>○ Plans and manages the project schedule – highlighting any areas of delay, risks or concerns.</li> <li>○ Works with the local council to ensure building consents are lodged in a timely manner and follows up on any further requests from consultants.</li> <li>○ Manages the tender process with the Project Lead.</li> <li>○ Contributes to continuous improvement of the project/programme and teams’ processes.</li> <li>○ Completes site visits as required and requested by the Housing and Infrastructure Project Lead or CEO.</li> </ul>	<ul style="list-style-type: none"> <li>○ Ensuring project reports and papers are distributed with meeting agendas and in a timely fashion.</li> <li>○ Sharing relevant documentation and reports with project teams in a timely fashion.</li> <li>○ Establishing and maintaining a project contacts schedule and calendar of meetings and key activities.</li> <li>○ Arranging, attending, and taking accurate minutes for project meetings (chaired by others).</li> <li>○ Being the point of contact for stakeholders and working groups.</li> <li>○ Developing an in depth understanding of project scope, controls and particulars (i.e. timeframes, budgets and financials, outcomes etc).</li> <li>○ Project schedules are published, updated and distributed accordingly.</li> <li>○ Building consents are lodged correctly and in a timely manner.</li> <li>○ Identifies and raises any project delays or risks that impact on the efficiency of the project in a timely manner.</li> <li>○ Ensuring that appropriate version and document control is implemented across all projects.</li> <li>○ Site visits are recorded accordingly.</li> </ul>
<p><b><u>Effective Project Administration and Communication</u></b></p> <ul style="list-style-type: none"> <li>○ Takes responsibility of workload, priorities work in line with key programme outcomes and timeframes and uses project planning and management techniques to effectively carry out agreed work.</li> <li>○ Identifies pressure points and risks for escalation and is good at self-managing conflicts that arise, using initiative to resolve and co-ordinate work with others.</li> <li>○ Is well organised, plans systematically, regularly monitors and reports on progress towards achievement of plans and goals.</li> <li>○ Undertakes multiple pieces of work concurrently and actively and independently plans and manages workload.</li> <li>○ Works well with little guidance – able to get a clear steer and commission from members of</li> </ul>	<ul style="list-style-type: none"> <li>○ Creating, maintaining, and reviewing of reports and other project documents, plans and reports and using tools to update resource charts, project schedules and financial information.</li> <li>○ Supporting Project Managers to ensure clear communication with project stakeholders.</li> <li>○ Meetings and workshops are well planned and run efficiently including the production of workshop outcome documentation and action registers.</li> <li>○ Developing and managing administrative systems to support the successful planning and delivery of projects.</li> <li>○ Handling stakeholder queries / requests for information and assisting with stakeholder management.</li> <li>○ Project information is well managed and collated</li> </ul>

<p>the team and leads and seek steers when needed.</p> <ul style="list-style-type: none"> <li>○ Works closely with consultants and stakeholders to ensure the project runs accordingly and identifies and raises any risks with those involved in a timely manner.</li> <li>○ Uses Microsoft Office, SharePoint, and Project to ensure all documentation is shared and stored accordingly.</li> <li>○ Financial reconciliation completed with the CFO and project lead.</li> </ul>	<p>within project folders and kept up to date with previous versions retained in appropriate archive folders.</p>
<p><b><u>People Engagement</u></b></p> <ul style="list-style-type: none"> <li>○ Works with whanau and clients to assess suitability to place tender in for a property. Assessment includes all aspects of their socioeconomic status and their ability to obtain and sustain home ownership.</li> <li>○ Completing funding applications for housing related support services. For example, wrap around budget programmes, financial literacy, saving for your own home.</li> <li>○ Developing programmes for tenants to meet their social and health needs. For example, regular health checks.</li> </ul>	<ul style="list-style-type: none"> <li>○ Assessments completed thoroughly and seeks guidance when required.</li> <li>○ Assessments stored in a safe manner.</li> <li>○ Evidence of liaison with internal organisation services to ensure appropriate services and/or programmes can be accessed.</li> </ul>
<p><b><u>Health Safety &amp; Incident Management</u></b></p> <ul style="list-style-type: none"> <li>○ As soon as possible after an incident create and carry out a safety plan.</li> <li>○ Provision and notice of evacuation procedures.</li> <li>○ Prevention processes for accidents and other risks to staff, whanau and other persons.</li> <li>○ Incident management policy implementation.</li> <li>○ Compliance with Health and Safety at Work Act 2015.</li> <li>○ Other related health and safety functions as required.</li> </ul>	<ul style="list-style-type: none"> <li>○ Compliance with health and safety policy and procedures.</li> <li>○ Risks identified included in Risk Register and raised with the Project Lead.</li> </ul>
<p><b><u>Quality</u></b></p> <ul style="list-style-type: none"> <li>○ Contribute to the development and the implementation of quality system for service.</li> <li>○ Ensure compliance with all policies and procedures of the organisation.</li> <li>○ Service delivery risks identified and reported on, and controls put in place to eliminate, isolate or minimise risks</li> </ul>	<ul style="list-style-type: none"> <li>○ Compliance with all Te Tohu o Te Ora o Ngāti Awa policies and procedures.</li> <li>○ Risks identified are managed, mitigated, or eliminated.</li> <li>○ Risk register includes identified project delivery risks.</li> </ul>
<p><b><u>Marketing and Promotion</u></b></p> <ul style="list-style-type: none"> <li>○ Positively promote and market the services we provide</li> <li>○ Promote the organisation</li> </ul>	<ul style="list-style-type: none"> <li>○ Te Tohu o Te Ora o Ngati Awa has a positive name in the community.</li> <li>○ Feedback from key stakeholders and others in the community is positive.</li> </ul>
<p><b><u>Relationship Management</u></b></p> <ul style="list-style-type: none"> <li>○ Build positive relationships with key stakeholders, government agencies, iwi, whanau and community groups.</li> <li>○ Build strong relationships with development consultants and other project team members.</li> </ul>	<ul style="list-style-type: none"> <li>○ Strong relationships with project team members</li> <li>○ Strong relations with key whanau members is established and maintained.</li> <li>○ Strong working relationships established and maintained with key internal staff.</li> <li>○ Attendance at appropriate events.</li> </ul>

<ul style="list-style-type: none"> <li>○ Develop and maintain effective working relationships with key internal staff and management.</li> <li>○ Participate in events and hui that will develop positive working relationships with networks with whānau, hapū, Iwi, agencies, providers, and the community.</li> </ul>	
<p><b>Te Pou Mataaho</b></p> <ul style="list-style-type: none"> <li>○ Tikanga practices will be incorporated into the supporting the needs of the project.</li> <li>○ Contribute towards implementing Te Pou Mataaho within service and within Team.</li> <li>○ Participate in Te Pou Mataaho related activities as requested by Manager.</li> </ul>	<ul style="list-style-type: none"> <li>○ Te Pou Mataaho is implemented into service delivery and within Team.</li> <li>○ Participation in other Te Pou Mataaho activities as per Manager request.</li> </ul>

**PERSON SPECIFICATION**

<p><b>Essential Competencies</b></p> <ul style="list-style-type: none"> <li>○ Significant experience in project management, coordination, and administration. <ul style="list-style-type: none"> <li>• In particular with housing projects and developments</li> </ul> </li> <li>○ Experience in contract administration, this includes but is not limited to: <ul style="list-style-type: none"> <li>• Completing and lodging building consents</li> <li>• Managing project schedules</li> <li>• Secretarial support to project leads</li> <li>• Completing written reports and diagrams</li> <li>• Scheduling</li> </ul> </li> <li>○ Can effectively use the Microsoft Office suite, including Microsoft Project</li> <li>○ Evidence of good relationship management with both internal and external key persons</li> <li>○ Can work independently and uses innovation</li> <li>○ Can make quality and timely decisions</li> <li>○ Action orientated</li> <li>○ Collaborates well with internal staff and key stakeholders</li> <li>○ Good planning skills and experience</li> <li>○ Ability to analyse situations, identify risks and uses logical, planned and systematic approaches to resolve any problems or areas of risk</li> <li>○ Solution focused</li> <li>○ Clean, full drivers licence</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>○ Knowledge of Ngāti Awatanga</li> <li>○ Established relationships with local contractors, consultants and council</li> </ul>
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**Job Description Created / Amended**

Date: April 2024

**Signatures**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of Te Tohu o Te Ora o Ngāti Awa: \_\_\_\_\_ Date: \_\_\_\_\_