

Contract and Project Support Coordinator

Pūtake Tūranga - Scope

As a part of the Corporate Strategy Team, this role will support the full breadth of council's operations by coordinating and maintaining systems for contract management and project management support and providing a high-level of support for these processes. The role will also support quality and assurance, processes mapping and business improvement initiatives.

The role contributes to all of council's Community Outcomes by supporting and enabling our people to carry out their work.

Nga Whainga - Key responsibilities

Contract management

Work as part of the business improvements team to support and build competency in contract management across the organisation, facilitating a smooth transition from contracts to project management, and lowering risk.

Key focus areas include:

- end-to-end contract lifecycle support.
- risk management.
- audit and compliance assurance.
- contract management systems review and development / audit -provision of training and guidance on contract management to the organisation.

Project Management Support

Building on contract management processes, provide project management support across the organisation, championing best practice and the upskilling of staff to ensure that best practice project management is followed, that aligns with council policies and procedures. Support and where appropriate manage the roll out of project management software.

Work to build links between contracts, projects, risk management, monitoring and reporting; collaborate with other key resources and teams across the organisation.

Business improvement

Contribute to business improvement processes (quality, non-financial audit), including assisting with business performance reviews relating to delivery of services and the implementation of outcomes.

Develop, manage and deliver organisational projects), including the preparation of quality business cases and project plans.

Health and Safety



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Adhere to all safe working procedures and instructions, taking care of oneself and others. Be committed to health and safety as detailed in the NRC policies and guidelines, and as defined by the Health and Safety Legislation.

Organisational Responsibilities/Other Duties

Ensure that all Council policies and procedures are followed in work activities and be actively involved in seeking continuous improvement. Undertake other duties that may be assigned by the Business Improvement Manager from time to time.

Tō Pukenga - About you

Qualifications, skills and experience:

- Relevant degree qualification (business, etc).
- Proven experience in, and knowledge of, contract and project management
- Experience in systems improvement
- Familiarity with, and experience working with corporate processes and/or business systems, ideally in a local government setting.
- A keen eye for detail.
- Knowledge of relevant legislation.
- Technical writing or processes mapping experience an advantage.
- Working knowledge of Te Tiriti o Waitangi and relationship building with tangata whenua.

Personal attributes

- A can-do attitude and willingness to learn.
- Excellent written communication skills, and comfortable presenting to groups.
- High degree of accuracy.
- Commitment to high quality outcomes.
- Highly organised, disciplined, proactive and innovative.
- Ability to work to strict deadlines and timeframes.
- Ability to work both autonomously and as part of a team.
- Displays personal and professional integrity.
- Ability to build strong working relationships with a high level of social intelligence.
- Displays cultural empathy and awareness.
- Committed to H&S and organisational values.
- Sound understanding of Te Ao Māori.

Reports to:

Business Improvement Manager

Group and Department:

Corporate Services, Corporate Strategy

Location:

Whangarei

Date:

August 2025



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Declaration

I have read and understood the contents of this Job Description.

Name:

(Please print full name)

Signature:

Date:



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