

Position Description

Title:	Senior Project Coordinator	Reports To:	Head of Property Services
Directorate:	Enterprise, Finance & Property	Direct Reports:	Nil
Status:	Permanent 1.0 FTE	Date:	September 2024

About The Museum

Tāmaki Paenga Hira Auckland War Memorial Museum is New Zealand's largest museum, caring for more than 4.5 million taonga. We are Auckland's home of commemoration, New Zealand's oldest research institution, an education facility, and a major tourism destination. We employ approximately 300 people and have over 200 volunteers who kindly donate their time to us.

We offer a rich and fulfilling work life where we embrace diversity and nurture our bicultural capability as demonstrated in our Teu le Vā and He Korahi Māori strategies. We also offer a great range of benefits such as flexible work and leave, insurances, and an award-winning wellbeing programme.

Purpose & Context for the Role

As a vital member of the property projects team, the Senior Project Coordinator is responsible for a combination of programme and project coordination as well as project management for assigned projects.

The position will provide comprehensive coordination and administration support to the Project Managers, Capital Development to manage delivery of planned projects.

The next few years will see the Senior Project Coordinator focused on providing coordination support to the Project Lead on the Māori Court Base build project, taking direction and work closely with the Project Lead to ensure the seamless implementation of this significant cultural initiative, driving its progress towards a timely completion that aligns with the Museum's centennial celebration. By facilitating effective communication, maintaining meticulous organization, and anticipating the project's evolving needs, the coordinator will be instrumental in creating a foundation for the Māori Court's success, thereby honoring and enriching the cultural heritage it represents.

The Museum is a bicultural workplace, and the person in this role will uphold the principles of He Korahi Māori and Teu Le Vā. This includes demonstrating a commitment to cultural responsiveness, actively engaging with Māori and Pacific communities, and working

collaboratively to ensure the Māori Court Base build project reflects and respects the diverse perspectives it represents.

Accountabilities

Key Tasks:	Key Activities:
Project Coordination	<ul style="list-style-type: none"> • Prepare and maintain accurate project documentation. • Track project progress and ensure timely completion of milestones. • Facilitate communication and collaboration among team members, stakeholders, and external partners. • Schedule and coordinate project meetings, ensuring efficient information flow.
Administration	<ul style="list-style-type: none"> • Develop and implement effective systems for managing project information and documentation. • Track project budgets and expenditures, adhering to financial guidelines. • Assist with tendering, procurement, and contract management processes. • Create and maintain project templates to ensure consistent documentation. • Establish and maintain a robust document control system for the project. • Assist in documenting project decisions, actions, and outcomes. Prepare regular project status reports, action item reports, meeting minutes, risk and issue logs, and resource utilization reports. • Assist in preparing change requests, variance reports, procurement reports, and lessons learned reports as needed • Collaborate in developing and maintaining project plans, timelines, and resource allocations. • Manage, maintain and report on the overall project programme • Track project progress and report updates. • Identify potential risks and issues, escalating as needed.
Support	<ul style="list-style-type: none"> • Provide administrative and logistical support to the Project • Support risk management activities, including risk identification, assessment, and mitigation • Help ensure project deliverables meet quality standards and adhere to guidelines. • Support change management processes and post-project evaluation • Contribute to a positive and productive team environment

<p>Project Management</p>	<p>The following are indicative tasks and responsibilities to be undertaken on assigned projects:</p> <ul style="list-style-type: none"> • Work with relevant teams to implement and realise project goals and deliverables (e.g. curators, interpreters, programmers, conservators, collection managers, display team, marketing, external suppliers, contractors, partners, sponsors etc.) • Project-management of assigned projects, including initiation, scope-management, planning, scheduling, resourcing, risk and issues capture, and reporting, using appropriate project methodologies (eg PMI, PRINCE2) • Develops initial cost and resource plans and overall Project Plans. Manages the project finances, guides the team to meet budgetary goals, and proactively reports on budget • Proactively reports on project risks, anticipates and manages issues and works with the team to mitigate risks in advance • Acts as spokesperson for the project team to internal and external stakeholders and serves as conduit of information back to the team • Manages the procurement of external contractors including management of briefs, requests for proposals, tender documentation, negotiating and managing contracts • Complying with Museum’s governance systems through reporting, and issues and risk management, practices.
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<h3 style="color: #4F81BD;">Important Relationships</h3>	
<p>External:</p>	<p>External suppliers and contractors such as builders, engineers, quantity surveyors, architects, heritage stakeholders</p>
<p>Internal:</p>	<ul style="list-style-type: none"> • Property Services colleagues • Exhibitions and Collections division personnel • Finance department • Director of Enterprise, Finance and Property

<h3 style="color: #4F81BD;">Our Expectations of our People</h3>	
<p>Ensure a healthy and safe work environment</p> <ul style="list-style-type: none"> • Takes reasonable care of their own health and safety and ensures that their actions don’t cause harm to themselves or others. 	

- Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
- Understands and adheres to emergency and evacuation procedures.
- Speaks up about health and safety matters that could affect them or their workmates.
- Actively participates in hazard identification and reporting.
- Makes suggestions on how to improve health and safety at work.

Cultural awareness

- Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā).
- Understands and demonstrates the principles and application of the Treaty of Waitangi and the implications for the work of the Museum.
- Demonstrates a thorough understanding of the Museum’s specific obligations in Auckland’s cultural landscape and actively contributes to its evolution from a colonial institution to a future museum.

Digital capability

- Almost every role at the Museum depends upon technology to fulfil its purpose, we also use technology to create, store, protect, use, and share our digital assets. All Museum workers are responsible for the appropriate use of technology, compliance with all cybersecurity instructions, and the wellbeing of our digital assets.

Develop self for current and future employment

- Knowledge and skills are developed and maintained for competent performance of current position.

He Waka Eke Noa – Values & Behaviours

He Waka Eke Noa describes our unique identity and how He Korahi Māori and Teu Le Vā underpin how we think, act, and feel as employees of Auckland Museum. It is a leadership competency framework which sets out how we lead, behave and work with each other, our visitors, and communities.

- **Authentic** – Understanding our purpose, practicing our values, leading with our hearts
- **Customer Centred** – Creating memorable positive experiences for each other and our audiences
- **Respectful** – Honouring each other, valuing our differences
- **Connected** – Connected to each other, our work, and our communities
- **Growth Mindset** – We treat challenges as opportunities

Core Competencies Required

Generosity

- Displays goodwill towards colleagues and assumes the best of them, letting it go when mistakes are made and giving people another chance.

Customer Centred

- Is always ready to share with and help others, even if they need to go out of their way.

Resilience and Optimism

- Doesn't give up when faced with challenges; remains realistic, and hopeful.

Connected

- Exemplifies a mahi tahi approach and cooperates with others to benefit the whole.

Respectful

- Is committed to divesting themselves of colonial views and interpretations of people and taonga, values indigenous work views and knowledge.

Accountable

- Holds themselves accountable for their performance, is open to feedback and asks for it.

Inclusive

- Respects that people are free to be themselves and express their identities.

Additional Competencies Required for this Role

Success in this role requires the following additional competencies.

Action Orientated (Connected to our Mahi)

- Understands individual and organisational goals and works conscientiously to achieve them

Business Acumen (Connected to our mahi)

- Knows the organisation and its operating environment and directs resources exclusively to the achievement of the Museum's strategy.

Managing & Measuring Work (Accountable)

- Sets clear objectives and measures and monitors process, progress and results.

Peer Relationships (systems thinking)

- Involves relevant people from other departments or functional areas when investigating problems

Problem Solving (Curiosity)

- Is committed to solving problems and is willing to persevere until they do; is solution focused

Skills & Experience Required for this Role

Success in this role requires the following foundations.

- A minimum of 3 years' experience in coordinating and supporting projects, including tasks such as documentation preparation, timeline tracking, meeting organization, and communication with stakeholders
- Sound experience in a project management environment, working on construction or refurbishment projects, ideally from within a museum, the construction or similar industries
- Excellent written and verbal communication skills, with the ability to effectively interact with diverse groups of people, including project teams, design consultants and contractors as well as other stakeholders
- Medium to advanced proficiency in Microsoft Office Suite or similar applications, as well as experience using project management software including MS Project would be beneficial.
- Experience with financial tracking and reporting, including budget monitoring and invoice processing.
- Proven experience preparing project documents, CAPEX approvals, programme reports.
- Completion of some formal project management training eg PMI or Prince2
- Understanding of project management principles and methodologies.
- Experience identifying and mitigating project risks
- Proven effective time management and organisational skills with the ability to manage multiple tasks simultaneously, prioritize effectively, and meet deadlines
- Demonstrated ability to work collaboratively and across all levels of an organisation
- Problem-solving skills
- Ability to work in a dynamic environment and strong complex stakeholder management
- Strong attention to detail and commitment to accuracy.
- Resourcefulness and initiative in developing and implementing new systems.

Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Cultural Awareness and Understanding of cultural sensitivities
- Demonstrates initiative and a proactive approach to work
- Familiarity with museum, gallery or Heritage operational environments or has a keen interest in museums or cultural sector, and likes working in a fast paced and lively environment
- Flexibility to work outside normal business hours as required eg. occasional weekend or evenings dependent on project deadlines and needs
- Current and full drivers licence

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