

PROJECT COORDINATOR	
NAME	
TENURE	<ul style="list-style-type: none"> • Fixed Term (ending 18 December 2025) • Parttime (.5 FTE)
PLACE OF WORK	Sumner, Christchurch
DEPARTMENT	Outreach School
REPORTING TO	Head of Outreach (Acting)
DIRECT REPORT(S)	NA
FUNCTIONAL RELATIONSHIPS	<ul style="list-style-type: none"> • Outreach Services staff • Senior Leaders • HR Team
TRAVEL	National as required
SCOPE OF THE ROLE	<p>The Project Coordinator role is responsible for operationalising a project plan regarding the infrastructure and workforce design of Outreach services. It works closely with the Head of Outreach through the design and change process ensuring the plan is evidenced through Project Management platform with timeframes, budget considerations and resources, and that processes are clearly communicated, outcomes are reported, and consultation and feedback is considered and recorded.</p> <p>It will ensure that all legislative responsibility and obligations to staff (and their Representatives) within employment and collective agreements are met.</p>

KEY ACCOUNTABILITIES	
Project Plan	<ul style="list-style-type: none"> • Collaborate with Head of Outreach to review Outreach operations and consider workforce design in service delivery with an education lense. • Develop with the Head of Outreach, long-term strategies and a project plan for infrastructure improvement, maintenance and resource-optimisation • Using Change Management & Project Management methodology to provide the leadership and change expertise in the roll out of the plan • Provide any required workforce consultation process and development in the project plan.
Operational Management	<ul style="list-style-type: none"> • Ensure adherence to industry standards in education, regulatory requirements and best practices in employment and change practice • Oversee and record the processes and daily operations of the plan ensuring minimal downtime to service • Trouble shooting and response to issues from staff are responded to promptly and helpfully • Proactively identify and mitigate risks related to project and education service vulnerabilities or operational inefficiencies.
Relationships and Communication	<ul style="list-style-type: none"> • Support the Head of Outreach in any Union negotiations and change(s) to existing positions and roles • Foster a collaborative and innovative team culture promoting inclusion and professional development relevant to the successful implementation of the project plan • Coordinate and participate in meetings relevant to the project plan.
Planning, Reporting & Administration	<ul style="list-style-type: none"> • Project and business as usual are formalised in high standard planning documents • The Project is delivered on time, within budget and aligned with Outreach service requirements • Organisation process and procedure is used to provide for collaboration, collegiality and efficiency in work • All aspects of the project are well documented • Ensure there is robust risk mitigation during all phases of the project.

PERSON SPECIFICATION	
Qualification(s) and Technical Skills	<ul style="list-style-type: none"> • L.7 qualification (or higher) in Education • Five+ years' experience in project management in Education services, change management or workforce design • Excellent communication skills • NZSL proficiency (or commitment to learn) • Current and clean Driver's License
Experience and Knowledge Profile	<ul style="list-style-type: none"> • Relevant industry experience and proven knowledge of the education sector • Strong understanding of Employment Legislation, change management process, and school management • Builds and maintains positive work relationships • Commitment to ongoing professional development • Pragmatic problem solver • Detail orientated and an excellent understanding of staff configuration in a 'big picture' context • Welcomes constructive feedback and engages in personal reflective practice • Solution focused and forward thinker • Manages conflict with respect, diplomacy, and a view to win/win outcomes • Structured approach to planning and able to put those plans into effect
Key Competencies	<p>Decision Quality / Sound Judgement</p> <p>Makes good decisions based on a mixture of data analysis, experience, and sound judgement. Is sought by others for advice and solutions relevant to project management, job design, and workforce change processes.</p> <p>Planning</p> <p>Accurately scopes out timeframe, difficulties in tasks, resources required; sets objectives and goals, breaks down work into process steps and tasks; develops schedules and task/people assignments with thresholds for decision-making; anticipates and adjusts for problems; reviews and measures performance and costs against goals and evaluates outcomes.</p> <p>Problem Solving / Analytical Skills</p> <p>Uses rigorous logic and methods to solve complex problems with effective solutions; probes all probable sources for answers; can see hidden problems; is excellent at honest analysis to make well-informed decisions; looks beyond the obvious and does not stop at first answers.</p>

	<p>Peer Relationships and Collaboration</p> <p>Can quickly find common ground and solve problems for the good of all; can solve/resolve problems with a peer with minimal disruption to work; can represent their own interests while maintain notions of justice and fairness; perceived as a team player who easily gains trust and support of peers and can be candid without compromising kindness; encourages collaboration capitalizing on the skill and strengths of team members.</p> <p>Interpersonal Savvy</p> <p>Relates well to different groups of people and builds rapport in all encounters.</p> <p>Professional Integrity and Trust</p> <p>Demonstrates the ability to act in a manner that conveys high personal and professional standards consistent with Ko Taku Reo policies and processes, and any affiliate organisation standards they are member to; builds and maintains trust; is experienced by others as a direct and truthful person; can present the unvarnished truth in a respectful, appropriate and helpful manner; maintains confidences; consistently takes personal and full responsibility if and when they make a mistake.</p>
--	---

SIGNED:

DATE:

(enter name)
Project Coordinator

Stephanie Sullivan
Head of Outreach (Acting)