

Whakaaturanga Mahi – Job description

Job details	
Job title:	Programme Coordinator
Reports to:	Chief Technology Officer
Direct reports:	Nil
Role:	1.0 FTE
Key relationships:	
<i>Internal:</i>	Delivery Managers, Project Managers and project teams Business owners Executive Leadership Team (ELT) Subject matter experts All Enable New Zealand Limited people leaders and staff
<i>External:</i>	Vendors, customers and other external users
Location:	Palmerston North

Ko wai mātou – Who we are

Enable New Zealand is the leading supplier of disability equipment, information, advice and modification services in Aotearoa.

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for those living with disability, and their whānau on behalf of Disability Support Services (DSS) | Ministry of Social Development (**MSD**) and the Accident Compensation Corporation (**ACC**).

He aha ngā painga ki a mātou – What matters to us most

At Enable New Zealand, we care about making a difference to disabled people and working together as a team.

He aha te mahi – Role purpose

The Programme Coordinator role provides high-level support for Enable New Zealand's programme of work.

This role works closely with project managers, delivery managers, and business owners providing coordination and oversight across the change and transformation programme.



Ngā mahi haepapa – Role responsibilities

Key objectives	Responsibilities
Quality assurance	• Project documentation reviews. • Policy, procedure, and template development for project processes. • Ensure appropriate audit trails are in place for all projects. • Monitor for consistency across the projects. • Manage budget loading into the finance system. • Support approvals process for project lifecycle. • Support project managers with secretariat including capturing key outputs of governance meetings and diary management.
Financial management	• Create purchase requisitions and purchase orders for project expenses. • Reconcile transactions to forecasts across all projects. • Ensure invoices are coded correctly. • Manage accruals and journals when required for accuracy of financials. • Support contract management across the programme. • Work with finance team and project managers to continuously improve our project finance processes.
Reporting	• Summarise financial and project status reporting across the programme. • Create and update dashboard views for programme reporting. • Coordinate communication updates via the intranet and other channels. • Manage PMO registers and task boards across the programme (i.e. RAID).
Project management <i>Opportunity to manage small projects delivering to agreed project outcomes using standard project practices</i>	• Develop project documentation (including business cases). • Manage budget, risks, issues and dependencies. • Responsible for reporting and stakeholder management. • Working collaboratively across the business and leading small project teams.
Health, Safety, and Wellbeing <i>Apply knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation</i>	• Is familiar with all policies and procedures as they affect the work environment. • Ensure that safe working procedures are practised, and no person is endangered through action or inaction. • Is aware of and can identify hazards and act, accordingly, including preventing or minimising the adverse effects of hazards. • Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand's incident reporting system. • Actively participate in Enable New Zealand's health and safety programmes, through input into meetings and feedback through committee structures.

Key objectives	Responsibilities
Te Tiriti o Waitangi – Treaty of Waitangi and Equity	Apply knowledge of Te Tiriti o Waitangi and its application in Health to all work practices. Attend/undertake appropriate Te Tiriti o Waitangi education sessions.

Ngā āheitanga matua – Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these.

Qualifications and Experience

- 3+ years previous experience in a Programme Coordinator, Project Management or similar role.
- Significant experience of the Microsoft Office Suite of products.
- Experience and knowledge of Project or Programme Management practices, ideally including a relevant qualification.

Skills & Attributes

- Excellent administration skills.
- Proficient in Microsoft Office including Word, PowerPoint, and Excel, plus project management tools.
- Excellent written and verbal communication skills with outstanding attention to detail.
- Values the input and know-how of other team members.
- Excellent time management skills.
- Ability to seek help, when needed.
- Always willing to assist other team members.
- Builds trust and respect among fellow team members.
- Works with other team members to achieve shared and agreed goals.
- Able to capture and record information, practices and processes in a user-friendly way to support the programme.
- Understands formal escalation and review processes.
- Detail-oriented with the ability to take projects/tasks through to completion.
- Strong organisational skills with the ability to successfully handle overlapping deadlines.
- Self-motivated, confident, energetic, and creative.
- Proactive personality that will deliver work on time, even with ambiguous requirements.
- Current and valid New Zealand Driver Licence.

Physical Attributes:

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the appropriate people leader.