Planning and Performance Coordinator

POSITION DESCRIPTION	
TITLE	Planning and Performance Coordinator
REPORTS TO	Planning and Performance Manager
LOCATION	Wellington
DIRECT REPORTS	0
DATE	April 2022

Site Safe

Our Vision

Proud to be Safe

Our Mission

Building Safer and Healthier Workplaces Together

Who We Are

Established as a not-for-profit society in 1999, Site Safe's goal is to help reduce harm in the New Zealand construction industry. A membership-based organisation with over 6,000 members, we provide leadership, advocacy and a range of services to support the industry to be safe. We help develop future health and safety leaders, provide education and resources, and give advice to businesses on solutions that make a real difference and ensure everyone goes home safe at the end of each day.

Our Values

	Safety	Safety and health are at the forefront of what we do and who we are.
	Attitude	We are respectful and honest. We believe with passion and work with integrity.
	Fairness	Our willingness to listen and learn enables continuous improvement towards excellence. We have inquiring minds and are open to change for the best outcomes.
	Engagement	Our sense of team and trusting relationships enables robust debate and best practice development.

Purpose of the Position

This role is part of the Planning and Performance team and is responsible for supporting Programmes and Projects; Sponsors, Managers and teams working on key programmes and projects across the business. The types of programmes, projects and / or work activities that the Planning and Performance Coordinator will be involved in will vary in terms of complexity, risk, organisational impact, political sensitivity and/or media exposure.

Key Responsibilities

Core Project Support	• Prepare Governance Reports, project status reports and steering packs in draft for PM (Programme/Project Manager) approval. • Update control book / project management tools including risks, issues, change, finance, actions etc. • Prepare presentations, agendas and minutes and maintain logs and registers including but not limited to, Risks, Issues and Decisions. • Proactively maintain a current awareness of the Programme/Project activities and status. • Take an active part in the programme/project issue/risk management process, by contributing to the identification and prioritisation of existing and potential issues and risks. • Update the financials spreadsheet and forecasts and advise the PM of any potential issues. • Process Purchase Orders, Invoices and Receipt for payments. • Maintain Programme/Project plans (sometimes multiple project plans) on behalf of PMs, reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner. Follow up on any actions, quickly addressing any difficulties, and complete in the next week; raise any issues with the PM. • Ensure documents and processes used are in line with the Site Safe's Governance Framework(s) and raise any issues with the PM. • Provide a skilled facilitation service to support the project teams in achieving project outcomes by employing effective organisational and administrative processes. • Manage contract extensions for Programme/Project resources where required. • Manage the setup of new Project resources in terms of approval requests, system, hardware and building access and desk setup where required. • Book meetings and arrange catering for the Programme/Project in a cost effective and efficient manner.
Stakeholder Management and Engagement	• Build and maintain effective relationships with a wide range of people in addition to their own team, including programme/project sponsors, senior managers, stakeholders/customers, other project team members, external agencies, and vendors. • Be an advocate for the Planning & Performance team within the wider business, encouraging the wider business to see the value that the team can bring by working collaboratively with the business and actively coaching and mentoring others to use appropriate planning and project management processes. • Actively participate in and in some instances own Planning & Performance engagement activities.

Customer Focus (internal and external)	• Lead by example in conducting yourself with the customer as the key priority, demonstrating behaviours and actions that align to our Organisational Values every day at work. • Strong customer focus with the ability to clearly articulate business issues and translate requirements. • Act with the customer in mind, seek and evaluate customer feedback and continually look for innovations and improvements to the customer experience of the work you do.
Other Duties	• Undertake other tasks as directed by your manager or Programme/Project Manager from time to time as agreed.
Health, Safety and Wellbeing	• Ensure personal and team responsibility in the application of Site Safe health and safety policies and procedures. • Identify and report on potential improvements to health and safety within the workplace. • Complete any required organisational health and safety related training or education.

Key Relationships

Internal	External	Committees / Groups
• Programme/Project sponsors and stakeholders	• Customers	• Working or planning groups
• Programme/Project Managers	• Agencies	• Project Steering Committees
• Subject Matter Experts (SMEs)	• Vendors	• Programme Governance Boards
• Senior Managers	• Suppliers	• Project Governance Boards
• Planning & Performance Manager	• Contractors	

Person Specification

Experience, Knowledge and Qualifications

Essential:

- Relevant tertiary qualification and/or business experience
- Experience in supporting multiple Programme and Project Managers
- Experience in supporting multiple projects, including reporting duties
- Interpersonal and relationship building skills with the ability to develop and use collaborative relationships to facilitate the accomplishment of work goals
- Business acumen
- Ability to use data and evidence-based information to understand and improve business results; using understanding of business functions, industry trends, and own organisation

Desirable:

- PMP Certification
- Prince2 Practitioner Certification
- Certification in related project management methodology

Personal Attributes

- Attention to detail
- Ability to identify improvement opportunities, generate ideas and implement solutions
- Time management with the ability and drive to see tasks through to completion
- Resilience
- Approachable
- Ability to work under pressure
- Strong communication skills, with the ability to communicate clearly and concisely to a diverse audience
- Demonstrates commitment to the Site Safe Values.