

PROJECT CO-ORDINATOR

1. PURPOSE OF POSITION

The Project Co-ordinator assists the Project Lead, Project Managers and Project Teams with the successful delivery of TDHB ICT projects. This is accomplished through working closely with the Project Lead, Project Managers, Project Teams, Business Representatives and 3rd Party Vendors. The Project Co-ordinator will assist in the areas, but not limited to: Project Planning; Project Administration; Project Financials; Risk and Issue Registers (RAID); Project Reporting; Project Resource Co-ordination; and Project Forecasting.

2. ORGANISATIONAL VALUES

The Taranaki District Health Board's (DHB) our mission (Te Kaupapa) is improving, promoting, protecting and caring for the health and well-being of the people of Taranaki. Taranaki DHB's values define who we are as an organisation, the way we work with each other, our patients, whanau and external partners. Our Te Ahu Taranaki DHB values are:

Partnerships	WHANAUNGATANGA	We work together to achieve our goals
Courage	MANAWANUI	We have the courage to do what is right
Empowerment	MANA MOTUHAKE	We support each other to make the best decisions
People Matter	MAHAKITANGA	We value each other, our patients and whanau
Safety	MANAAKITANGA	We provide excellent care in a safe and trusted environment

3. DIMENSIONS

Reports to:	Applications & Portfolio Manager ICT Project Lead – Project Maunga
Number of people reporting to you	N/A
Financial limits authority	N/A
Operating Budget	N/A

4. WORKING RELATIONSHIPS

External	Internal
Ministry of Health Midland District Health Boards (Waikato District Health Board, Lakes District Health Board, Bay of Plenty District Health Board, Hauora Tairāwhiti Health. HealthShare Ltd Central Region Technical Advisory Services (TAS) Vendors	Customers and Users ICT Team Taranaki District Health Board Management. Project Maunga Team

5. ACCOUNTABILITIES

Key area of responsibility	Expected outcomes
<p>1. Project Co-ordination</p> <p>Assist the Project Lead and where requested Project Manager(s) in the administration and execution of Programme and Project tasks and process.</p>	<ul style="list-style-type: none"> • Assist the ICT Project Lead (PL) and where requested Project Managers (PM) with programme & project planning. • Assist PL & PM with establishing and maintaining programme and project financials. • Assist PL with general administration as and when required. • Create and maintain Programme / Project Risk and Issue Registers (RAID). • Create, update and circulate Programme and Project Status Reports to sponsor and key stakeholders as required. • Prepare/review support deliverables for compliance with ICT's Project Management Framework • Assist PL and PM's with Resource co-ordination and allocation (including Forecasting). • Assist PL with meeting scheduling and facilitating along with minute taking when necessary. • Draft initial project documentation in accordance with the ICT project management framework.
<p>2. Information System</p> <p>High understanding of the systems that support the functions and its interactions.</p>	<ul style="list-style-type: none"> • Understanding of IT Systems / Applications that support business and clinical functions. • Understanding of Infrastructure and Network Systems that support business and clinical functions. • Understanding of processes, data, integration and relationships between systems. • Participate in regional/national IT and non IT related projects as required.
<p>3. Service Delivery</p> <p>Ensure a professional quality customer service is provided to all customers</p>	<ul style="list-style-type: none"> • The ability to manage the ongoing work of the PL and identified PM's balancing project activities. • Build a partnership relationship with members of the Infrastructure, Networks, Information Analytics team, and other stakeholders across the organisation, regionally and nationally. • Provide effective support and advice to colleagues, stakeholders and customers as required. • Advocate and demonstrate a high standard of customer service at all times. • Ensure staff are informed of changes to systems, Analytic tools and procedures as appropriate. • Provide support to other areas of the Business from time to time.

Organisational Accountabilities	Expected Outcome for all employees
<p>Health Equity</p>	<p>The TDHB strives to eliminate health inequalities and achieve health equity for the Taranaki population. In practical terms this means all staff are required to implement relevant health equity policies, procedures, approaches and guidelines issued from time to time including:</p> <ul style="list-style-type: none"> • the Pae Ora Framework which requires: <ul style="list-style-type: none"> ○ Demonstrating the principles of Partnership, Participation and Protection under the Treaty of Waitangi; ○ improving understanding of the determinants of ethnic inequalities in health, in particular the “Drivers of ethnic inequalities in health” and the “Pathways to Inequalities” both of which are referenced in the TDHB Pae Ora Framework, Appendix 1; ○ Ensuring Health Equity assessment is embedded into your practise where services, policies or programmes are expected to improve outcomes for Māori; ○ Effectively implementing health equity approaches outlined for Health Professionals in “Equity of Health Care for Maori: A Framework” published by the Ministry of Health to support He Korowai Oranga Refresh 2014, national Maori Health Strategy; ○ Ensuring appropriate health literacy responses are used for effective engagement with Māori; • You must ensure accurate ethnicity data is collected or held for patients and clients you interact with by following the TDHB Ethnicity Data Collection Policy and procedures; • You must attend the Cultural Competency training provided by and for staff of the TDHB including Treaty of Waitangi workshop, General/Clinical Refreshers, Engaging Effectively with Maori and any other training identified as essential for staff.
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Maintains a safe and healthy environment • Complies with health & safety policies and procedures • Carries out work in a way that does not adversely affect their health and safety or that of other workers • Complies with procedures and correctly use personal protective equipment and safety devices provided • Contributes to hazard identification and management process • Reports accurately near misses/incidents/accidents in a timely manner • Participates in health and safety matters

Personal Development	<ul style="list-style-type: none"> • Fully contributes to an individual’s team performance and is committed to identify and pursue opportunities for developing new knowledge and skills. • Participates in the performance appraisal process where personal performance and development is reviewed. • Willing to accept new responsibilities, acquire and demonstrate relevant new knowledge. • Maintain a continuous learning environment by sharing and seeking knowledge in the areas of project management, technical, commercial and financial
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6. VARIATION TO DUTIES

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the contractor / employee.

7. CAPABILITY REQUIREMENTS

Capabilities are the behaviours demonstrated by a person performing the job. Capabilities identify what makes a person most effective in a role. Those listed below are expected for the Human Resources Team roles in the organisation. The required capabilities can change as the organisation develops and the roles change.

Capability
<p>Effective Communication</p> <p>Shares well thought out, concise and timely information with others using appropriate mediums. Ensures information gets to the appropriate people within the organisation to facilitate effective decision making</p>
<p>Decision Making/Problem Solving</p> <p>Demonstrates effective and timely decision making/problem solving techniques. Aware of the impact of decisions on key stakeholders and consults as appropriate utilizing available resources. Is proactive and effective when problem solving is required.</p>
<p>Innovation/Initiative</p> <p>Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution.</p>
<p>Resilience/Flexibility</p> <p>Articulates differing perspectives on a problem and will see the merit of alternative points of view. Will change or modify own opinions and will switch to other strategies when necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.</p>

Cultural Safety

Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/customers/colleagues. Manages cultural ambiguity and conflicting priorities well. Understands concepts of whanaungatanga and manaakitanga and Maori cultural orientation to whanau, hapu and iwi.

Teamwork

Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the team's success

8. EDUCATION

- Ideally a tertiary qualification in information technology / business / finance or equivalent level of learning through experience.
- Qualification in Prince 2 / PMBOK Project Management.
- NZ Driver's Licence

9. SKILLS

- Strong Programme / Project Administration skills
- Strong skills working with MS Project, MS Word, MS Excel, MS PowerPoint and MS Visio.
- Working knowledge of Citrix, MS Teams and/or Zoom.
- Excellent communication skills and the ability to present data to meet the needs of the audience
- Ability to relate and communicate effectively in both the technical and business settings
- Ability to build networks and manage relationships with internal and external stakeholders
- Ability to manage multiple priorities, be flexible and have excellent time management.
- High level of emotional intelligence and interpersonal skills

10. EXPERIENCE

- Relevant experience in the New Zealand Health sector preferred.
- 2 years or more experience working within the Project Management Lifecycle.
- Good working knowledge of Prince 2 or PMBOK.
- Experience in presentation, group facilitation or adult training.
- Good understanding of Project Management administration areas:
 - Planning
 - Financials
 - Reporting
 - Forecasting
 - Risk & Issue Registers
 - Documentation