

Position Description

NZSL PLD Project Coordinator



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Purpose:

The purpose of this role is to support the successful delivery of the MOE NZSL/ Deaf Bilingual-Bicultural (Bi-Bi) PLD Contract with Ko Taku Reo Deaf Education NZ. Initially to our NZ Teachers of the Deaf and then to the wider teaching communities.

This MOE initiative intends to raise overall teacher levels and skills in use of NZSL and Deaf Bi-Bi teaching strategies with D/HH students to improving student learning outcomes and educational achievement.

The Project Coordinator works closely with the NZSL PLD Contract Manager, and other pertinent staff to ensure the contract aims and aspirations for D/HH ākonga are met through strong project coordination, administration and progress/process assurance processes.

The Project Coordinator is responsible to the Contract Manager for providing the planning and monitoring of workstreams, managing the administrative tasks, such as document and information distribution, report collation and communication support. The role is responsible for providing project, logistical and general coordination support to this evolving project, covering plan structure, implementation planning, staffing need and outcome monitoring.

Core Role objectives – Working with the NZSL PLD Contract Manager

- Liaise with internal and external stakeholders to understand contract scope in order to define workstream requirements and objectives.
- Coordinate internal and external resources, ensuring that workstreams remain within scope, schedule, and budget.
- Analyse progress process against contract deliverables and, when necessary, facilitate scope adaption or timeline to achieve optimal results.
- Assign agreed roles and tasks to team members based on their individual strengths and abilities.
- Support the facilitation of the build of skill sets of team members and share learnings with other employees.
- Use an accessible planning tool to develop, monitor and report on internal and external workstream tasks and inter-dependencies.

Key Responsibilities

Planning, Coordination and Organisation:

- Managing workstream schedules, inter-dependencies and deadlines to conform with timeline and deliverable requirements.
- Allocation of resources (people, equipment, budget, etc.) and tasks to team members.
- Monitoring workstream progress and reporting updates to workstream leads and stakeholders.
- Ensure meetings, events, and other tools/resource logistics required by team members are effectively planned and organised.

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- Managing the budget, i.e. tracking expenses and ensuring budget spend aligns with contract deliverable requirements.
- Manage legal contract documentation with external suppliers / contractors, and monitor performance against contracted deliverables.
- Maintain project documentation and records.
- Ensure change is managed with appropriate consultation, rationales, timelines, etc.

Communication and Collaboration:

- Facilitating communication between team members, stakeholders, and workstream leads.
- Preparing and distributing contract / workstream reports and status updates.
- Communicating contract / workstream objectives and status to the team and stakeholders.
- Assign and monitor resources effectively to boost workstream efficiency and maximise deliverables output.
- Ensure key document sharing is effectively facilitated.
- Report/escalate risks/issues and outcomes through relevant management channels as appropriate.
- Serve as point of communication between teams and external resource; deepening partnerships with outside resources.
- Ensure that all communications are appropriate to the intended audience and reflect a consistent and accurate use of specialised technical language adapted to the needs of the intended audience, using Deaf Culture awareness, NZSL interpreting and translation services as needed.

Problem Solving and Improvement:

- Identifying potential problems, analyse them and suggest solutions.
- Analysing project progress and making recommendations for improvement.
- Assisting with quality assurance and risk management.
- Providing support to workstream managers with respect to project controls and reporting
- Monitor and manage the contract performance of contractors, suppliers and agencies

Risk Management:

- Identify and mitigate plan issues/risks, maintaining an issue/risk register and escalating to NZSL PLD Contract Manager where necessary.
- Engage in the project issue/risk management process, and contribute to the identification and prioritisation of existing/potential issues and risks; helping to develop strategies and controls to mitigate these. Document as needed.
- Adhere to all Ko Taku Reo procedures, policies, guidelines, and standards of integrity and conduct.

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Support the direction of the work of Administrative Support Staff:

NZSL PLD Contract specific

- Processing administrative tasks as required to ensure the plans work stream outcomes are met
- Support for payments of purchasing and expenses e.g. raising POs, arranging for payment of invoices, reimbursements through standard processes
- Ordering supplies and equipment
- Arranging project workshops and meetings (where, when, who, invites, tech support, interpreters etc.)
- Compile, create, distribute documentation for project work and/or meetings as needed
- Record, notate, collate and distribute minutes as needed
- Assist with resource development, collation and distribution
- Assist coordinate need / support required by the plan e.g. digital resources, HR, finance, property etc.
- Ensure plan, project and functional documentation resources are appropriately indexed and stored to allow easy access and update
- Assist effective stakeholder engagement as required
- Support workstreams as appropriate, e.g. co-ordinate and schedule the timetable for NZSL Lessons, NZSL Assessments...

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Ideal Appointee

Qualifications / Experience

- A tertiary or professional qualification / certification in a relevant field is desirable
- Minimum 3-5 years relevant experience in project coordination and administration
- A working knowledge of formal project management methodologies is advantageous but not mandatory, but experience in managing tasks, timelines and resources is essential
- Proficient use of Office 365 (or similar) products, i.e. Outlook, Teams, Word, Excel, Powerpoint
- Experience in maintaining project plans and finances is required, prior use of project management / planning software, e.g. Teamwork Projects, would be advantageous
- Legal right to work in NZ
- Christchurch-based with travel required

Person Specification

This person needs to be able to:

- Accurately and clearly convey timely information and ideas, using a style and manner of presentation appropriate to the target audience
- Analyse project administration processes and tasks and refine delivery to derive solutions that improve and enhance project delivery
- Apply sound judgment and initiative
- Apply excellent verbal, written and interpersonal communication skills
- Be confident working with multi-disciplinary teams
- Be flexible and highly adaptable to ever changing priorities
- Be self-organised, detailed oriented and outcome focused
- Communicate complex ideas to a variety of audiences and build and maintain rapport with others
- Demonstrate experience in progressing project plans and finances
- Produce effective presentations, status reports and other project artefacts
- Proficiency in NZSL is preferable or a willingness to learn

Signed

Date