

Tūranga Mahi / Position Description:

Capital Delivery Controls Coordinator / *Translation*

TBC

Nāu te rourou, nāku te rourou ka ora ai te iwi
With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Our people are central to achieving Council's Priorities and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- **Performance Orientation:** A high performer consistently delivering performance outcomes
- **Solutions Focused:** Committed to customer-centred continuous improvement
- **Teamwork:** Contributes effectively within a team providing leadership where appropriate
- **Relationships:** Well-developed interpersonal, and relationship engagement and management skills
- **Collaboration:** Works collaboratively across teams and functions within a matrix organisation
- **Accountability:** Willingly takes accountability and engage in problem solving
- **Te Ao Maori:** Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community.

Our top priority is to ensure the health, safety and wellbeing of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health, safety and wellbeing of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the District. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Capital Delivery Controls Coordinator
RANGATIRA - REPORTS TO:	Capital Delivery Controls Manager
KĀHUI - GROUP:	Organisational Performance & Innovation
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	<p>Oversees the maintenance and accuracy of the Capital Delivery Project Dossier, ensuring all project and programme information is thoroughly captured, verified, and reported within established timelines.</p> <p>Leads the consolidation and visualization of data through dashboards to support reporting at project, programme, portfolio, and executive levels.</p> <p>Maintains and updates the comprehensive Capital Delivery Gantt Chart, providing visibility into the scheduling and progress of all Council capital projects.</p> <p>Monitors contract timelines and purchase order statuses to support effective financial and project management controls.</p> <p>Facilitates the collection and handover of Operations & Maintenance Manuals for completed capital projects to the Facilities Team, ensuring smooth transition for asset management.</p> <p>Organises and leads training workshops and team meetings within the Capital Delivery function to enhance team skills and promote best practices.</p>
NGĀ WHAKARITENGA - DELEGATIONS	<p>Direct reports:</p> <ul style="list-style-type: none"> NIL
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	<ul style="list-style-type: none"> Mayor and Elected Members Te Tatau o te Arawa CE's Group Manahautū Te Arawa Partnership Destination Development Organisational Performance & Innovation Infrastructure & Assets Chief Financial Officer People & Culture Community Experience

<p>HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External</p>	<ul style="list-style-type: none"> • Council stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Local Iwi groups • Neighbouring local authorities • Mayor and Elected Councillors • Local Government New Zealand (LGNZ) • Media and professional groups • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community & Partnership • Police • Māori Wardens • Neighbourhood support
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**NGĀ MAHI MATUA -
KEY
ACCOUNTABILITIES:**

- Leads the delivery of comprehensive business support services for the Capital Delivery team, ensuring seamless operational efficiency across all functions.
- Oversees the administration of capital projects, ensuring all support activities comply with statutory and organisational standards.
- Designs, implements, and maintains robust systems for project configuration, including document management, records, and reporting processes.
- Directs the preparation and coordination of project status updates and compiles portfolio-level summary dashboards for executive review.
- Establishes and manages effective systems for tracking and reporting project and portfolio costs, supporting financial transparency and control.
- Develops, documents, and enforces procedures in alignment with agreed methodologies and best practices.
- Maintains oversight of risk and issue registers, as well as change control documentation, to ensure proactive project governance.
- Fosters effective communication channels between project teams, promoting collaboration and timely information sharing.
- Provides strategic input into executive management reports, ensuring they are timely, actionable, and of the highest quality.
- Holds accountability for Capital Delivery support services and manages key relationships with other departments and corporate functions to drive organisational objectives.

NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.

There will also be the annual delivery of agreed KPIs.

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

<p>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required</p> <ul style="list-style-type: none"> • Holds a relevant professional qualification and demonstrates substantial experience in business administration within complex organisational settings. • Proven track record of delivering high-level business support in a capital delivery or project portfolio environment. • Advanced proficiency in computer applications, including expert-level skills in the MS Office Suite, MS Project, MS Teams, and a demonstrated ability to quickly adapt to and master new digital tools. • Strong capability in project planning and scheduling, ensuring effective coordination and resource allocation across multiple initiatives. • Skilled in analysing, synthesising, and presenting data through spreadsheets, dashboards, and professional presentations to support informed decision-making. <p>Preferred</p> <ul style="list-style-type: none"> • In-depth knowledge of, and practical experience with, formal project management methodologies such as Prince2, PMP, or Agile. • Background in finance or business analysis, with experience supporting financial planning and performance monitoring in project environments. • Experience working in, or collaborating with, public sector organisations, demonstrating an understanding of public sector processes and governance requirements.
<p>NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • Highly committed, results-oriented, and self-aware team player who actively seeks continuous improvement. • Exceptional written, verbal, and presentation skills, capable of communicating complex information clearly and persuasively. • Meticulous attention to detail with a strong commitment to maintaining high-quality standards and excellent organisational abilities. • Demonstrates flexibility and resilience in managing shifting priorities and evolving project requirements. • Shows a professional understanding of the Treaty of Waitangi and contributes respectfully and effectively within a bicultural environment. • Proven ability to foster collaboration, motivate individuals and teams, and drive ownership to successfully achieve project objectives.

<p>NGĀ UARATANGA - VALUES:</p>	<p style="text-align: center;">Tatou Tatou – We Together Kotahi Tatou – One Community – One Team</p> <p>WHY WE DO IT..... We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others</p> <p>HOW WE DO IT..... We do this by working in partnership, making it simple and solutions focused</p> <p>WHAT WE DO..... We provide quality services for our community and people to prosper</p> <p>OUR CORE VALUES – PEOPLE FIRST</p> <p>RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate</p> <p>HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding</p> <p>ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive</p> <p>INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised</p> <p>INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered</p> <p>BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences</p>
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