

People Team Project Officer



ROLE

UNIT/TEAM	People Team
REPORTS TO	Chief People Officer
ROLE PURPOSE	The purpose of this fixed-term role is to coordinate and deliver People Team projects that strengthen organisational capability, improve systems and processes, and support the successful delivery of strategic workforce initiatives. Working across Human Resources, Learning and Development, Health & Safety and Quality, the People Team Project Officer converts approved project plans into practical, sustainable improvements. The role coordinates project delivery, develops supporting resources, engages stakeholders, monitors progress, and supports the transition of completed projects into business-as-usual practice. The role provides dedicated implementation capability, enabling specialist People Team functions to maintain operational delivery while priority organisational improvement initiatives are delivered. It embraces contemporary approaches to project delivery, including the effective use of digital technologies and emerging tools to improve organisational capability, efficiency and workforce learning. The People Team Project Officer may contribute to projects involving: • Learning and development • Workforce capability • People systems • Organisational policies and procedures • Quality system improvement • Health, safety and wellbeing • Organisational change • Audit and assurance initiatives Project priorities and assignments will vary over time in response to organisational priorities, and the role may work across multiple projects simultaneously.
Term	18 months

MASH TRUST MISSION

Working together to achieve great lives

OUR VALUES

Relationships

Build open relationships based on honesty and respect

Communication

Communicate with an open mind and heart

Mana

Recognise and promote the mana and strengths of the individual

Opportunities

Take opportunities to learn and grow together

Believe

Believe that together we make a difference

Fun

Make fun a goal

KEY RESULT AREAS

KEY RESULTS AREA	RESPONSIBILITIES	OUTCOMES
Project support and delivery	- Support implementation of People projects from initiation through to completion. - Develop and maintain project plans, implementation schedules and delivery milestones. - Monitor project scope, risks, issues, dependencies and timelines. - Coordinate project meetings, working groups and implementation activities. - Maintain project documentation, action registers and implementation records. - Ensure projects are delivered in accordance with agreed objectives, quality standards and timeframes.	- People projects are delivered successfully against agreed milestones. - Risks and implementation issues are proactively identified and managed. - Project documentation is accurate, current and supports effective governance. - Project outcomes strengthen organisational capability and support continuous improvement.
Implementation and continuous improvement	- Develop project implementation resources and transition plans. - Support the development of standard operating procedures and operational guidance. - Document business processes and supporting documentation. - Develop templates, toolkits and implementation resources. - Coordinate testing, pilots and evaluation activities. - Support implementation and rollout of approved initiatives. - Assist with embedding completed projects into business-as-usual operations.	- People systems support effective delivery of projects. - Processes are documented, sustainable and consistently applied. - Continuous improvement opportunities are implemented.
Stakeholder Engagement and Implementation Support	- Develop productive working relationships with operational leaders, subject matter experts and key stakeholders. - Support consultation, communication and implementation activities. - Support managers and services through implementation of new People initiatives. - Promote engagement with new systems, processes and organisational initiatives. - Coordinate implementation activities across operational and corporate teams.	- Stakeholders remain informed, engaged and supportive throughout implementation. - Implementation activities support successful organisational change. - People initiatives are implemented consistently across the organisation. - Positive collaborative relationships support successful project delivery.
Project Reporting and Governance	- Prepare project reports, implementation updates and governance papers. - Track implementation milestones, deliverables and benefits.	Project reporting is accurate, timely and supports informed decision-making.

KEY RESULTS AREA	RESPONSIBILITIES	OUTCOMES
	• Maintain risk registers, project dashboards and reporting information. • Evaluate project outcomes and identify lessons learned. • Support governance reporting and organisational assurance.	• Leadership has visibility of project progress, risks and achievements. • Governance requirements are met. • Projects deliver measurable organisational benefits.

COMPETENCIES

A successful People Project Officer will demonstrate the following competencies:

Project Coordination	Coordinates multiple project activities simultaneously, ensuring tasks, resources and milestones are organised and delivered within agreed timeframes. Maintains accurate project documentation and follows through on commitments to support successful project delivery.
Planning and Organisation	Plans work methodically, establishes priorities and manages competing demands effectively. Anticipates upcoming activities, monitors progress and adjusts plans as project requirements evolve.
Stakeholder Engagement	Builds positive and productive working relationships with managers, employees, subject matter experts and external providers. Communicates openly, works collaboratively and supports stakeholders to successfully implement organisational initiatives.
Communication	Communicates clearly, professionally and appropriately in both written and verbal formats. Produces high-quality project documentation, reports and implementation resources, and adapts communication to meet the needs of different audiences.
Problem Solving and Continuous Improvement	Identifies issues, analyses information and develops practical solutions that support project outcomes. Seeks opportunities to improve systems, processes and ways of working while contributing to a culture of continuous improvement.
Learning Agility	Quickly acquires new knowledge, skills and technologies, applying them confidently to unfamiliar tasks and projects. Demonstrates curiosity, initiative and resourcefulness when solving problems or implementing new approaches.
Organisational Awareness	Develops an understanding of organisational priorities, operational environments and the factors that influence successful implementation. Recognises how projects contribute to broader organisational objectives and works collaboratively across teams to achieve sustainable outcomes.
Collaboration	Works effectively as part of a multidisciplinary team, sharing information, supporting colleagues and contributing to collective outcomes. Values diverse perspectives and builds cooperative working relationships across the organisation.
Personal Effectiveness and Accountability	Demonstrates professionalism, integrity and sound judgement in all aspects of work. Takes responsibility for delivering agreed outcomes, maintains confidentiality, and responds positively to feedback and changing priorities.
Adaptability and Implementation	Responds positively to changing organisational priorities and is comfortable working across multiple projects and disciplines. Supports the practical implementation of change by remaining flexible, solution-focused and committed to achieving agreed outcomes.

EXPERIENCE/QUALIFICATIONS

Job Specific Knowledge and Skills:

Qualifications	• Relevant tertiary qualification in project management, business, human resources, organisational development, or a related discipline. • Full New Zealand Driver Licence.
Experience	• Experience coordinating projects or organisational improvement initiatives. • Experience developing project documentation, implementation plans and reporting. • Experience working across multiple stakeholders to deliver agreed outcomes. • Experience supporting organisational change or business improvement activities. • Experience using Microsoft Office and project or information management systems. • Demonstrated experience using digital technologies to improve business processes, develop organisational resources or support project delivery.
Knowledge and Skills	• Strong project planning, organisation and coordination skills. • Excellent written communication and document development skills. • Confident using Microsoft 365, collaboration platforms and contemporary digital workplace technologies. • Demonstrated ability to learn and apply new software, systems and digital tools with minimal supervision. • Ability to use artificial intelligence tools responsibly to improve productivity, analyse information, develop resources and support project delivery. • Ability to develop high-quality implementation resources, learning materials and operational documentation. • Experience using, or the ability to quickly learn, digital learning platforms and e-learning authoring tools. • Strong analytical, problem-solving and critical thinking skills. • Ability to build productive working relationships across multidisciplinary teams. • Ability to work independently, exercise sound judgement and deliver agreed outcomes.
Professionalism and Integrity	• Able to maintain a high level of personal integrity at all times. • Able to take care to present a professional image in all aspects of work, appearance and conduct. • Able to keep confidential information confidential.

KEY RELATIONSHIPS

Internal:

- ▶ Chief People Officer
- ▶ Learning and Development Lead
- ▶ Quality Manager
- ▶ Business Partners People and Culture
- ▶ Operations Leadership Team
- ▶ Service Managers

- ▶ Service Coordinators
- ▶ Registered Nurses
- ▶ Subject Matter Experts

External:

- ▶ External training providers

DELEGATIONS

Direct Reports	No
Financial	No

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