

Project Coordinator

Function:	Operations
Reports to:	Director, Capital Planning and Projects
Location:	Hawke's Bay
Arrangement:	Fixed term, full-time
Date:	June, 2026

Pūtake | Purpose

The Project Coordinator supports the successful delivery of two major organisational property initiatives:

1. **A full portfolio-wide Asset Condition Survey**, including planning, scheduling, data capture support, contractor coordination, and documentation management.
2. **The implementation of a new Asset Management, Maintenance Management, and Work-Order Management System**, including data preparation, user support, workflow documentation, and project administration.

The role ensures that project activities are well-organised, progress is monitored, stakeholders are informed, and project deliverables are met on time and to quality standards.

Ngā Whanaungatanga | Working Relationships

Internal:	Director, Capital Planning and Projects, Facilities Team, Wellbeing and Safety, Academic and administrative departments and IT / Digital Services (for systems integration)
External:	Asset condition consultants, Surveyors, engineers, and technical specialists, Software vendors and implementers, Contractors involved in data collection or asset services

Mana Whakahaere | Resource Delegations

Financial:	Not applicable
People:	Not applicable

Kawenga Mahi | Accountabilities

Project Coordination & Planning

- Assist in developing project timelines, work programmes, and task schedules.
- Coordinate logistics for site access, contractor visits, and survey activities across all campuses.
- Track progress against milestones and update project registers and schedules.
- Support risk, issue, and decision-log management.

Asset Condition Survey Support

- Coordinate condition assessment activities across buildings, infrastructure, and site assets.
- Liaise with internal stakeholders (e.g., facilities staff, academic areas) to organise access and minimise disruption.
- Support external consultants with documentation, data requests, and site information.
- Maintain accurate records, drawings, photos, and metadata collected during the survey.
- Help consolidate, format, and verify data for integration into asset registers and maintenance planning tools.

Asset & Work-Order System Implementation

- Support data cleansing, preparation, and migration (asset lists, maintenance schedules, historical work orders, contractor details).
- Assist with mapping processes and documenting workflows for the new system.
- Coordinate user acceptance testing and feedback sessions.
- Help prepare training materials, quick reference guides, and communications for staff.
- Provide light-touch user support during rollout (e.g., logging issues, gathering feedback, assisting with onboarding).

Stakeholder & Contractor Coordination

- Maintain clear communication between internal stakeholders, contractors, consultants, and project leaders.
- Schedule meetings, workshops, and internal consultations.
- Distribute project updates, notices, and briefing materials.

Documentation & Reporting

- Prepare meeting agendas, minutes, action lists, and follow-ups.
- Maintain accurate, well-organised project files and documentation libraries.
- Assist with drafting progress reports, dashboards, and presentations for senior leaders.
- Ensure compliance with project governance processes and documentation standards.

General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

Essential

- Experience in project coordination, administration, or operational support roles.
- Strong organisational skills with the ability to manage multiple tasks and deadlines.
- Competent in data management, document control, and basic systems support.
- Effective written and verbal communication skills.
- Ability to work collaboratively with contractors, consultants, and internal teams.
- Proficiency in MS Office tools (Excel, Project, SharePoint or similar).

Desirable

- Experience in property, facilities, engineering, construction, or asset-related environments.
- Exposure to asset management frameworks or maintenance systems.
- Experience with data cleansing, migration, or system implementation projects.
- Familiarity with drawings, plans, or technical documentation.

Personal Attributes

- Detail-oriented, methodical, and reliable.
- Comfortable working in a fast-paced, project-driven environment.
- Strong problem-solving and follow-through.
- Positive, collaborative, and proactive communication style.

Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

Document information – Office use only	
Document Name	Position Description
Document Number	HG184
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Developer	People and Culture Advisor
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