

SEO Transition Co-ordinator



Purpose

As SEO Transition Co-ordinator you will support the Strategic Execution Office in administering the programmes of work. This role will provide support to for the overall governance, coordination, financial management, control, monitoring, reporting, and effective administration of the TSB's programmes, ensuring consistency with frameworks and team objectives.

Role dimensions

- **Reports to:** Head of Strategic Execution Office
- **Division:** Product and Marketing
- **Location:** Auckland or New Plymouth
- **Direct Reports:** N/A
- **Financial Authority:** No

Person specifications

- 3+ years working in a structured project management environment with strong financial acumen.
- Advanced computer skills, particularly in Office 365, MS Teams, Jira, SharePoint.
- Proactive problem solving capability with the ability to think critically while maintaining a holistic perspective.
- Ability to use judgement, making decisions and recommendation on facts and research.
- Effective communicator across all levels of the organisation including senior leaders, technical and non-technical people.

Role specific areas of responsibility

- Triage and resolve transition queries from change delivery teams based on current processes within the change delivery model.
- Support the SEO with establishing and maintaining document repositories to ensure documents are easy to find and easily available.
- Support delivery leadership roles with record keeping requirements and maintain and publish templates and artefacts.
- Support delivery leadership and Finance with maintaining Mission budgets, cost tracking and forecasting, receipting and management of purchase orders and reconciling time tracking data in Jira.
- Undertake relevant system administration duties to support the smooth operations.
- Support with documenting and tracking performance of key result and support with performance review packs to ensure that documentation is clear and consistent.
- Manage the on-boarding and ongoing requirements of contractors, ensuring policies are followed such as DFA, Legal, Finance and Procurement, and assist in the creation of vendors and purchase orders, as well as monitoring contract performance and support their renewals.

From time to time there may be additional activity not contained within this position description that the appointee is to complete in the interests of the appointment and their own personal development.

This position description provides a broad overview of responsibilities. The position description is a living document, and the Bank reserves the right to amend from time to time as required.