This is us.
Where care and performance matters.

Senior Programme Coordinator

Business Area: Transformation Office **Reports to:** Senior Manager Core Programme Office

Location: Auckland or Wellington

Role purpose

- Provide expert programme coordination support that promotes good practice and guidance on adherence to processes and artefacts and the use of supporting systems and tools across the programme to support our Transformation Teams to deliver our transformation outcomes
- The role provides analysis, support, insight and reporting to ensure execution runs smoothly while quality standards and deadlines are met
- Responsive support / enablement for PMO and programme functions in dynamic, complex and large scale hybrid delivery environment

Responsibilities

- Assist with the preparation and maintenance of Programme Risks and Issues though the use of robust fortnightly controls with corresponding traceable actions and accountability lines to ensure that all are kept up to date and maintained
- Programme support provided to support the smooth running of governance meetings including organising and collating reports, agendas, actions, decisions and meeting papers and publicise by the due time frame
- Document meetings, circulate meeting packs, actions, decisions in a timely manner and follow up on important actions and decisions from meetings. *Ensure documentation is maintained for key processes and decisions made in the programme to ensure a complete audit trail, e.g. investment cases, memos, decision papers, actions, decisions*
- Support with monitoring, analysis and reporting of programme status and health, identifying variances to agreed timeframes, budgets, benefits and milestones and highlighting any areas to address.
- Effective dashboard reporting for the programme to ensure all data is kept up to date, maintained, to provide an accurate picture of where the programme is at in any given time these dashboards include funding, key milestones, dependencies, risks, issues, actions, decisions maintenance and reporting.
- Financial support through working alongside Project and Programme managers to ensure forecasting is undertaken and entered into PPM, including tracking costs through Power BI.
- Procurement support through raising Purchase Orders, organizing invoice approval and payments, and as required supporting with preparation of BS11s and Statement of Works. Liaising with the Vendor / Supplier for any required information as appropriate and within the delegated responsibility.
- Supports and enables continuous improvement / complex problem solving

Skills and experience

- Excellent oral and written presentation skills across a range of software, MS Word including templates, MS Excel, MS PowerPoint, including proficient use of Microsoft Teams and Sharepoint
- A strong commercial acumen with an understanding of project and programme financials, risk and issue management

- Knowledge of project lifecycles, the role and functions of a project, key aspects of various roles within projects, key artefacts, business cases and previous experience in a project coordinator role is required
- Demonstrated capability in effective coordination in complex, large scale programme delivery with a high degree of uncertainty, emergent design and iterative development across multiple teams and business units
- Demonstrated knowledge and practical coordination skills providing support to a team in a portfolio / transformation office environment
- Ability to manage multiple stakeholders, building trust quickly and maintaining strong positive and collaborative relationships with internal and external contacts and stakeholders
- An eye for detail with the ability to work under pressure, maintaining accuracy

Ngā Kauwaka |This is our Culture

Ngā Kauwaka are vessels that carry the knowledge and mindsets that prepare, enable, and inspire us all. We have four kauwaka, each holding a different mindset that will enable us to deliver on our Purpose of Kiwi making Kiwi better off and our ambition to be Customers' 1st choice.

Ka tāmata i a tātou | **A place to belong – This is the freedom to succeed**

Me Māia | **Rise to the challenge – This is a restlessness to perform**

Tapatahi | **Better together – This is an unstoppable team**

Ngā Kiritaki | **Customer at the heart – This is passion for those we serve**

You'll also be a great team player, recognising that the nature of your role will evolve with our business.
You'll actively play a part in the health and safety of yourself and those around you.

Certified B Corporation

This is Kiwi Kiwi bank.