

## POSITION DESCRIPTION AND PERSON SPECIFICATION

### JOB DESCRIPTION

<b>Position:</b>	Programme Coordinator
<b>Reports to:</b>	Programme Coordinator Manager
<b>Reports:</b>	nil
<b>Location:</b>	Wellington
<b>Hours:</b>	Full-time or part-time (either set days or reduced hours)

### Organisation:

The External Reporting Board (XRB) is an independent Crown entity with responsibility for all aspects of accounting, auditing and assurance, and climate-related disclosure standard setting and the issue of non-binding guidance on a wider range of environmental, social and governance (ESG) and other non-financial matters.

The XRB has three subsidiary technical boards, one with responsibility for accounting standard setting, another with responsibility for auditing and assurance standard setting and the third responsible for climate standard setting and issuing non-binding guidance on non-financial reporting areas. The XRB Board itself is responsible for general governance of the organisation, overall financial reporting strategy (including advising the government accordingly), standards strategy, and oversight of the subsidiary technical boards.

The XRB's vision is that New Zealand prospers through effective decision making for resource allocation informed by high-quality, trusted, and integrated reporting.

### Position purpose:

The Programme coordinators work within the three technical teams. The role provides programme and stakeholder engagement planning and coordination. This role supports the Directors and the wider team in administration and technical board support to enable efficient and effective delivery of team's work plans.

### Key accountabilities:

#### *Programme planning coordination*

- Using tools to monitor and report on project progress across the teamwork programme (e.g. against project plans, stakeholder engagement plans, risk registers etc.) to keep projects running smoothly and on track
- Managing the team email address account
- Record keeping, e.g. ensuring project databases and other team files are maintained, coordinating the taking notes and minutes, keeping team calendars and central databases consistent and up to date including the performance register
- Deliver the Gazetting processes and assist with Standards compilations

### *Stakeholder engagement planning and coordination*

- Manage scheduling and logistics for engagement activities including coordination of briefing packs, agendas, run sheets and getting stakeholder feedback.
- Coordinate, track and report against stakeholder engagement activities (meetings, webinars, external events, project governance activities etc.)
- Project manage stakeholder and governance processes (e.g. board papers and minutes relating to the Technical Board, other governance groups)
- Maintain stakeholder management lists in conjunction with other teams

### *Content creation*

- Assist in writing external communications (e.g. drafting emails to external stakeholders and presentations for events)
- Assist in drafting and maintaining relevant web pages on the XRB website
- Media monitoring and coordinate the preparation of Environmental updates relevant to the team, technical board and XRB Board.

### *Administration and Technical Board support*

- Manage travel for the technical team and board
- Provide diary support to the Director
- Manage logistical arrangements for meetings for the team and board incl diary management, venue and catering arrangements
- Work with the team to prepare board agendas, papers and minutes and publish on the website

### *Other*

- Work on across team projects including technology and process enhancements
- Perform any other administrative or project tasks as directed by the GM Corporate or Technical Director
- Opportunity to grow with the team, for example, to contribute to the writing of guidance, standards, and other materials

## **Person specification:**

### Experience

- Relevant project/programme coordination experience
- Solid experience with Microsoft including PowerPoint and Excel
- Experience with project/task management software and systems
- Stakeholder engagement planning and coordination, e.g. managing online activities such as webinars and preparing communications materials
- Drafting content (e.g., presentations, memos, writing for websites)

### Attributes

- Highly detail-oriented, with an ability to keep track of multiple arrangements, and follow through tasks to completion
- Proactive including a focus on process improvement
- Ability to influence people more senior to meet deadlines for delivery and escalate as needed

- Excellent organisational skills including an ability to multi-task, prioritise, and meet requirements within defined timelines
- Excellent verbal, written and interpersonal skills, with the ability to communicate well with external stakeholders
- Willing to work in a team environment and respond in an agile manner to shifting needs and priorities
- A 'can-do' attitude, willing to learn and upskill
- Ability to adapt to new tools (eg Microsoft products, Project/task management systems)
- A commitment to the ethos and values of the public sector, including individual ethical behaviour and value for money in the use of resources