



Team Coordinator

Job title: Team Coordinator

Reports to: Human Resources Manager

Direct Reports: No

Location: Wellington



About the New Zealand Infrastructure Commission, Te Waihanga

The work we do at Te Waihanga is critically important to Aotearoa. We have been tasked by Government to play a pivotal role in improving New Zealanders lives through better infrastructure and the services that result from infrastructure. We do this by coordinating, developing, and promoting an approach to infrastructure that gets the best for New Zealanders now and into the future. Infrastructure touches every New Zealander in one way or another. It is our roading systems, electricity, our water, and our mobile networks. To be a successful we need to recruit the best of the best from a diverse talent pool.

We also play an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.



Our vision

Infrastructure for a thriving New Zealand

Our values

Free thinking/ Whakaaro nui

- We arrive at creative yet considered solutions

Courageous/ Māia

- We will have honest conversations which reflect our independence

Trustworthy/ Pono

- You can depend on us to behave ethically and impartially

Empathetic/ Ngākau aroha

- We are listening and respectful of different views

Role purpose – Te Kaupapa o te Tūranga

Our Team Coordinators ensure smooth operations across Te Waihanga by providing proactive administrative and coordination support to multiple teams and leaders. Working within a collaborative coordinator pool, this role enables effective delivery of organisational priorities, events, and processes, while driving continuous improvement to enhance outcomes for the Commission.

Key Accountabilities – Ngā Kawenga Takohanga Mātuatua

Key Accountability Areas:	Key accountabilities/expectations:
Administrative & Team Support	• Provide proactive administrative and coordination support across multiple teams and leaders, working within a coordinator pool to ensure seamless operations. • Deliver diary management, travel bookings, catering, and meeting logistics. • Prepare, format, and proof business documents, presentations, and reports. • Maintain team templates, processes, and procedural documentation. • Oversee day-to-day office operations, including supplies, equipment, and liaison with building management and contractors. • Manage office systems such as security passes, lockers, and health & safety responsibilities, including coordination of fire warden and first aid training • Provide on-site support for visitors and ensure meeting spaces are prepared. • Build strong internal relationships and provide trusted support to leaders and teams. • Manage external vendor relationships and ensure effective engagement across the organisation.
Event & Engagement Coordination	• Plan and deliver organisational and team meetings, events, workshops, and stakeholder events, including learning events and peer network sessions. • Manage end-to-end event logistics: venue, catering, presenters, materials, registrations, and technical support for virtual events. • Provide on-the-day event support and ensure high-quality delivery. • Support the Board Secretariat including organising Board meetings, travel and catering as required.
Data, Systems and Business Support	• Maintain accurate records and databases for training, participants, and stakeholder engagement. • Monitor data quality and prepare summaries/reports for decision-making. • Update intranet content and collaborate with communications team.

Key Accountability Areas:	Key accountabilities/expectations:
	• Act as a SharePoint super-user and maintain document management systems. • Support project tracking, reporting, and maintenance of registers (contracts, budgets, ministerial correspondence). • Assist with coding invoices and budget tracking. • Maintain ministerial and stakeholder engagement registers and ensure compliance with reporting requirements.
Recruitment & People Support	• Coordinate onboarding and offboarding processes. • Support recruitment activities, including applicant tracking, interview scheduling, and candidate communication as appropriate. • Assist with training and development logistics.
Continuous Improvement	• Identify opportunities to improve systems, processes, and tools for greater efficiency and effectiveness. • Contribute to organisational projects that enhance business operations.
Acting with integrity	• Role model behaviours consistent with Te Waihanga values. • Apply high standards of accountability and performance as expected within the public sector.
Te Tiriti o Waitangi	• Commit to understanding, recognising, and acting upon the articles of Te Tiriti o Waitangi; Kāwanatanga, Rangatiratanga, Oritetanga.
Health, Safety & Wellbeing	• Take all practical steps to ensure your own health and safety and the safety of others in the workplace.

Key Relationships – Ngā Hononga Mātuatua

- General Managers and Directors
- Te Waihanga team members
- Commission external stakeholders
- Commission vendors and suppliers.

Qualifications – Ngā Tohu

- A tertiary qualification is preferred but not essential. Success hinges more on experience and interpersonal skills than formal education. Equivalent experience supporting teams and organisations will be considered

Skills and Experience – Ngā Pūkenga me te Wheako

- Proven experience delivering customer-focused administrative and coordination support to managers and teams.
- Highly organised, detail-oriented, and able to manage multiple tasks and priorities in a fast-paced environment.

- Ability to manage end-to-end logistics for meetings, workshops, and events (both virtual and in-person).
- Excellent written and verbal communication skills; able to prepare clear documents and engage confidently with stakeholders.
- Skilled at building and maintaining productive relationships internally and externally; collaborative and team-oriented.
- Self-motivated, proactive, and resourceful with the ability to adapt to changing priorities and work independently when required.
- Solutions-focused with sound judgment; committed to improving processes and workflow efficiency.
- Strong proficiency in Outlook, Word, Excel, and PowerPoint; ability to learn new tools and systems quickly.
- Experience with document management systems (e.g., SharePoint) and maintaining accurate records and databases.
- Familiarity with recruitment support, onboarding/offboarding processes, and general office administration.

Knowledge – Mātauranga

- Some understanding of public policy, legislative functions and processes, machinery of government and how to work effectively across central government agencies is desirable.
- An understanding of Te Tiriti o Waitangi and the Crown's responsibility to act as a good partner and a willingness to engage with Te Ao Māori perspectives and frameworks, especially through the lens of infrastructure.