

Position Description

Project Coordinator – Southern Region

Team	Southern Regional Hub
Agency	Te Aho o Te Kahu – Cancer Control Agency
Manager	Manager, Southern Regional Hub
Location	Christchurch
Job band (indicative)	14G
Security clearance	N/A
Date	April 2026

Ko wai mātou – About Te Aho o Te Kahu, the Cancer Control Agency

Te Aho o Te Kahu, the Cancer Control Agency, is a departmental agency hosted by, but independent of, the Ministry of Health. It reports directly to the Minister of Health and was created to provide national leadership for and oversight of cancer control.

Te Aho o Te Kahu takes a whole-of-system focus on preventing and managing cancer and oversees system-wide prioritisation and coordination of cancer care in New Zealand. It is accountable for ensuring transparency of progress towards the goals and outcomes in the National Cancer Action Plan.

The Agency is equity-led, knowledge-driven, person and whānau-centred and outcomes focused.

Tō mātou nei aka – Team description

The Southern Regional Hub team have an office in Christchurch, and cover Te Waipounamu (South Island).

The four Regional teams (Northern, Te Manawa Taki, Central and Te Waipounamu) provide a core function of Te Aho o Te Kahu with mechanisms to ensure the Agency includes regional perspectives and views in its prioritisation and work programme.

The regional team engages in local and regional communication and stakeholder engagement, and contributes to project delivery, evaluation, and reporting activities at the national level.

The Agency works in a matrix model, with staff from the Regional teams contributing to cross-Agency projects. The teams also support briefings to the Minister of Health and other work to support the Machinery of Government.

Kōrero mō te tūranga – Position Purpose

The Project Coordinator delivers high quality project coordination and administrative support across the Agency, as directed by the Regional Manager and other Senior Responsible Officers for their respective projects.

The Project Coordinator coordinates the projects across their work programme, supports delivery, ensures processes and procedures are established and maintained to a high standard, and provides administrative support.

Ko tōu ake mahi – What you'll do

- Support project work and quality processes through to implementation, using Agency standard project planning and methodology
- Maintain and monitor project plans, project schedules, risks, budgets and expenditures
- Manage information requests and act on behalf of the team and/or Regional Hub Manager
- Organise, attend and/or participate in stakeholder meetings, including taking meeting minutes and providing secretariat support
- Provide administrative support in the development of internal and external communications
- Perform administrative tasks, such as document and information distribution, information gathering and reporting and organising travel
- Support the Regional Hub Manager with the efficient management of budgets
- Build collaborative and positive relationships across the Agency, Ministry, the wider health sector, government and other external stakeholders
- Partner and collaborate with other Agency project coordination team members, providing support to others when required and wherever possible
- Manage own work and peer review the work of others
- Contribute to the improvement and development of project management and administrative processes, procedures and systems within the Agency
- Ensure all work reflects our responsibilities to the priority of equity and meeting Te Tiriti o Waitangi obligations.
- Other tasks as required to support the Regional Hub and wider Agency workstreams.

This position description is intended as an insight to the main tasks and responsibilities required in the role and may be subject to change in consultation with the job holder.

Ko ngā pukenga ōu – What you'll bring

- Confident in using Microsoft Office
- Adept at project coordination
- Excellent administrative skills, including budgeting, booking meetings and travel and filing
- Ability to build effective working relationships with internal and external stakeholders
- Clear and consistent documentation skills and a willingness to support and develop efficient documentation repositories and version controls
- Effective written and oral communication skills with the ability to tailor complex messages to a range of audiences.
- Understanding of healthcare sector and cancer, specifically including familiarity with (or the ability to learn and apply) medical jargon and terminologies
- Proven ability to extract, collate, analyse and present data gathered from multiple sources, and tailor this to the right level of detail for an intended audience
- Ability to apply critical thinking and using sound judgement to develop options and provide advice
- Well-organised, with the ability to think ahead, use initiative, establish priorities and meet deadlines
- Strong attention to detail
- Proactiveness and ability to learn quickly
- An understanding of Māori tikanga and kawa and Te Tiriti o Waitangi.

Angitūtanga – Leadership Success Profile

The Te Kawa Mataaho Leadership Success Profile (LSP) describes what effective leadership looks like across the New Zealand public sector. All roles at the Agency are assigned to one of four leadership categories. Each category draws on selected capabilities, which combine both leadership competencies and character traits from the LSP, to reflect different types of leadership.

This role is assigned to the **'Leader of Self'** category, and the following capabilities outline what is required to be successful in this category:

Leading with influence	<i>Lead and communicate clearly and persuasively to gain support from colleagues, asking questions to understand concerns and tailoring messages so they resonate with different audiences.</i>
Engaging others	<i>Build trust and positive relationships by connecting personally, listening actively, reading situations, and communicating with tact to create an inclusive and respectful environment.</i>
Achieving ambitious goals	<i>Take ownership and show persistence to achieve challenging goals, focusing on opportunities and outcomes rather than constraints, and maintaining optimism in the face of obstacles.</i>
Managing work priorities	<i>Plan and organise your work effectively to meet deadlines and quality standards, focusing on the most important priorities and balancing proactive and responsive tasks.</i>
Curious	<i>Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.</i>

Oranga me te haumarū – Your health, safety, and wellbeing

At Te Aho o Te Kahu, we expect all of our people to:

- Ensure health and safety is integrated into business-as-usual activities
- Promote employee participation in health and safety by actively supporting employee health and safety representatives (HSRs)
- Acquire and keep up-to-date knowledge of work health and safety matters including the hazards and risks associated with operations
- Ensure staff are informed of and trained in safe practices and procedures in their specific areas of work

Kanorau me te whakauru – Diversity and inclusion

Te Aho o Te Kahu welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. To support this we:

- Foster inclusive workplaces that value diverse perspectives and lived experience
- Attract and retain diverse talent by creating accessible, welcoming environments
- Apply the merit principle fairly, ensuring equitable opportunities for all