

Your Position

Your job	Organisational Development Coordinator Kairuruku Whanaketanga ā-Whakahaere
Your group	People and Capability
Your team	Health, Safety and Workforce Development
Your manager	Senior Advisor Organisational Development, Priya Patel
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

People and Capability's purpose is to:

- Provide professional support services to managers and staff. This includes strategic policy, operational advice and services in the areas of human resources, employee relations, payroll, health and safety and emergency management

Your purpose

The Organisational Development (OD) Coordinator supports the design, coordination and delivery of learning, engagement, culture, and organisational development initiatives across Council. The role ensures high-quality information flow, smooth delivery of programmes and excellent stakeholder experiences.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none"> • None
Your indirect reports	<ul style="list-style-type: none"> • None
External people and groups	<ul style="list-style-type: none"> • Government, public organisations, and businesses • Members of the public and community organisations • Other local authorities • Contractors, consultants, and suppliers • Industry groups
Internal people and groups	<ul style="list-style-type: none"> • Executive Leadership Team, managers, and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • Coordinate OD initiatives - Support the planning, coordination, and delivery of organisational development activities such as culture, • Deliver core OD processes - Plan and run recurring OD processes including the induction programme, annual employee survey, and scheduled learning or development cycles. • Organise workshops and events - coordinate logistics, communications, scheduling, materials, and participant support for internal workshops and learning events. • Manage information and documentation - maintain accurate records, manage information flow, coordinate documentation, and ensure visibility of tasks and progress within the OD team. • Support OD projects - assist the Senior Advisor OD by completing project tasks such as preparing materials, collating data, drafting communications, and supporting implementation. • Provide first line OD support - respond to queries from managers and staff on OD topics such as onboarding, capability frameworks, recognition, engagement tools, and learning systems. • Support learning pathways & development opportunities - coordinate

	<p>programmes such as study awards, mentoring opportunities, and other talent development initiatives.</p> <ul style="list-style-type: none"> • Support Workforce Development initiatives - complete any administrative and coordination tasks for the wider Workforce Development team, as required.
Relationship Management	<ul style="list-style-type: none"> • Develop effective working relationships across Council; ensure stakeholders have a positive and professional experience when engaging with OD.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

<p>It's essential that you have the skills and ability to:</p>	<p>Coordinate and organise</p> <ul style="list-style-type: none"> • Plan, schedule and manage multiple concurrent activities • Follow structured processes accurately and consistently • Anticipate workflow needs and adapt as requirements shift <p>Build relationships and provide a great customer service</p> <ul style="list-style-type: none"> • Develop trust and rapport quickly with a wide range of people • Engage effectively with diverse stakeholders across Council • Respond professionally, constructively and calmly in any situation <p>Communicate effectively</p> <ul style="list-style-type: none"> • Write clear, plain-language communications tailored to different audiences • Communicate information in a structured, accessible way • Explain processes, requirements and expectations clearly <p>Apply attention to detail</p> <ul style="list-style-type: none"> • Ensure accuracy in documents, scheduling, records and data • Identify inconsistencies, errors or gaps early • Maintain high standards of quality in all work <p>Problem solve and use initiative</p> <ul style="list-style-type: none"> • Identify issues early • Suggest practical solutions and improvements • Work proactively without close supervision <p>Collaborate and contribute to the team</p> <ul style="list-style-type: none"> • Share information openly and support effective team workflows • Work cooperatively to achieve shared goals • Support colleagues during busy or challenging periods <p>Be motivated to build and apply cultural capability</p> <ul style="list-style-type: none"> • Demonstrate understanding of Te Tiriti o Waitangi and its relevance to Council • Engage respectfully and inclusively with Māori, Pasifika and diverse communities <p>Have digital and systems capability</p>
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	<ul style="list-style-type: none"> • Use Microsoft Office confidently (in particular a high level of excel skills) and learn new systems quickly • Maintain accurate digital records and information • Support others with simple system queries or troubleshooting <p>Demonstrate professionalism and sound judgement</p> <ul style="list-style-type: none"> • Handle sensitive information with discretion and sound judgement • Understand professional boundaries and expectations • Uphold Council values, the Code of Conduct and all safety requirements
It'd be great if you also have:	<ul style="list-style-type: none"> • Experience in the delivery of generalist HR administration services • Experience in using employee survey tools • Experience using learning management systems

Last updated April 2026



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.