



Delivery Support Coordinator

SOUTH WAIKATO DISTRICT COUNCIL

July 2025

VISION

A thriving community and robust economy that outpaces the rest of NZ

GOALS

1. *More people own their own home than ever before*
2. *More people participate in community activities and events than ever before*
3. *No waste or rubbish leaves the district*
4. *Our economy grows faster than anywhere else in the country*
5. *All our young people are in education or employment*

POSITION

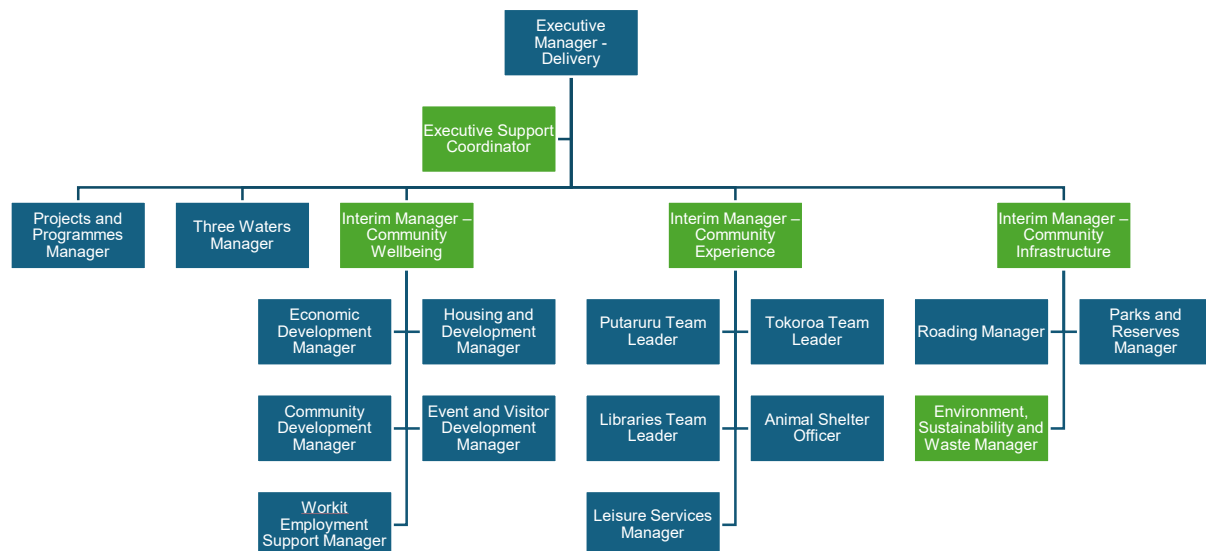
Delivery Support Coordinator

To provide executive and project coordination support to the Executive Manager – Delivery and wider Delivery leadership team, enabling effective delivery of strategic priorities, communications, and cross-functional coordination.

This role ensures key processes, projects, and meetings are well supported and aligned with the fast-paced delivery needs of the organisation.

POSITION SIZE:	11
REPORTS TO:	Executive Manager -Delivery
GROUP:	Delivery
POSITION APPROVAL:	Executive Manager Delivery
NUMBER OF DIRECT REPORTS:	0
TENURE:	Fixed term to July 2026
FINANCIAL DELEGATION:	0

TEAM STRUCTURE



ACCOUNTABILITIES & OUTCOMES

- Provide high-level executive assistance to the Executive Manager, including calendar, meeting, and document coordination
- Support the development of strategic documents, reports, presentations, and briefings
- Coordinate cross-team initiatives, timelines, and information flow between groups
- Track actions, risks, and deliverables for priority work programmes and initiatives
- Assist with internal communications, engagement planning, and information dissemination
- Support meetings and project governance processes (e.g., agendas, minutes, tracking actions).

Success Measures

- Executive and leadership team functions run smoothly and efficiently
- Projects and initiatives are well coordinated with clear timelines and follow-through
- Communications are timely, clear, and aligned to organisational needs
- Strategic documents and reporting are of high quality and consistently delivered
- Relationships and information flow across teams improve.

ABOUT YOU

REQUIREMENTS

Previous experience
in an office- based
environment

Experience
providing support to
senior leaders

Excellent time
management and
document management
skills

ABILITIES

- Experience in executive coordination, project support, or local government environments
- Strong written communication, multitasking, and prioritisation skills
- Proactive, solutions-focused, and highly organised
- Ability to work discreetly and effectively with senior leaders.

BEHAVIORS



::SIGNATURE::

Signed: Dated:

NAME