

Senior Programme Coordinator

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|------------------------|---------------------------------------|--|---------------------------|
| Reports to: | Chief People & Transformation Officer | Position Status: | Fixed Term (12-18 months) |
| Unit: | People and Transformation | Location: | Negotiable |
| Direct Reports: | Nil | Budget & Delegated Authority: | Refer DFA policy |
| Career Step: | 6 | Job Family: | People & Facilities |
| Career Path: | Corporate | Date: | February 2026 |

Our Organisation

Earth Sciences New Zealand was established on 1 July 2025, through the merger of GNS Science and NIWA, with the upcoming acquisition of MetService further strengthening its capabilities. As part of the most significant reform to New Zealand's science and innovation system in over 30 years, Earth Sciences NZ is positioned as a leading-edge organisation that excels in earth, environment and natural resources science.

With six core science missions – Geological Hazards, Weather and Climate Hazards, Energy, Land and Water, Atmosphere and Climate, and Oceans and Fisheries – Earth Sciences New Zealand is set to become a globally recognised science leader. By integrating multidisciplinary expertise and advanced technologies, the organisation will tackle complex environmental challenges and unlock opportunities for sustainable growth and development.

Following the MetService acquisition, Earth Sciences New Zealand will comprise approximately 1500 staff across 22 sites, managing \$400 million in assets and generating \$370 million in annual revenue. Serving both the public and private sectors, Earth Sciences New Zealand plays a vital role in enhancing national resilience to natural hazards, in supporting economic growth and in delivering innovative science for a sustainable future.

Role Purpose

The Senior Programme Coordinator owns and maintains the integrated transformation and merger delivery plan for Earth Sciences NZ. The role plays a critical part in ensuring change is coordinated, sequenced and delivered in a way that supports organisational capacity and successful integration.

This role ensures all change and integration work across the organisation is accurately captured, sequenced and visible, enabling leadership to understand progress, risks, impacts and dependencies.

The Senior Programme Coordinator works across all levels of the organisation to gather real-time delivery intelligence, maintain the master programme in Microsoft Project, and produce clear reporting for executive and governance decision-making.

Position Priorities and Responsibilities

Programme Planning and Integration Ownership

- Own and maintain the integrated transformation programme plan in Microsoft Project, ensuring all workstreams, milestones, dependencies and timelines are current and accurate.
- Work with leaders and delivery teams across the organisation to capture progress, clarify scope, identify interdependencies and update delivery forecasts.
- Ensure the programme plan reflects the full scope of merger and transformation activity across business units.
- Identify sequencing requirements to support coordinated delivery and reduce organisational disruption.
- Maintain visibility of critical path items, delivery risks and schedule impacts.

Delivery Intelligence and Impact Analysis

- Actively gather delivery insights through regular engagement with workstream leads, senior leaders and operational teams.
- Develop and maintain an understanding of how change initiatives impact teams, functions and organisational capacity.
- Support impact mapping to identify where concurrent change may affect the same stakeholder groups.
- Provide insights to support prioritisation, staging and pacing of transformation activity.

Reporting for Executive and Governance Decision-Making

- Translate programme data into clear, accurate and timely reporting for executive leadership and governance forums.
- Provide integrated status reporting that highlights:
 - overall programme progress
 - delivery confidence and risks
 - interdependencies and bottlenecks
 - areas requiring leadership attention
 - upcoming change impacts
- Support preparation of programme insights for the Chief Executive and Executive Leadership Team to inform decision-making.

Stakeholder Engagement and Coordination

- Build strong working relationships across the organisation to ensure accurate, timely and transparent programme information.
- Act as a trusted point of coordination across multiple workstreams and organisational levels.
- Facilitate information flow between delivery teams, programme leadership and governance forums.
- Support a culture of accountability by maintaining visibility of commitments and progress.

Programme Ways of Working

- Support consistent programme planning, tracking and reporting practices.
- Continuously improve programme tools, templates and processes to strengthen visibility and delivery discipline.
- Ensure programme information is organised, accessible and reliable.

Responsibilities of all Employees

- Comply with all Earth Sciences New Zealand policies, procedures and frameworks, and act in line with the organisational values.
- Contribute to our healthy and safe workplace by following HSW expectations outlined in and integrated into our operational practises and HSW frameworks, including undertaking HSW training and participating in health-monitoring programmes relevant to your work.
- Work effectively as a team member by fostering good relationships and supporting others, providing coverage of other functions as required and ensuring workloads are evenly spread.
- Have the flexibility to adapt and develop as the organisation and its environment evolves.

Key Working Relationships

| Internal | External |
|--|---|
| <ul style="list-style-type: none">• P&T Lead Team, P&T team members, Executive Leadership Team, senior leaders, all staff, PSA | <ul style="list-style-type: none">• External stakeholders, e.g., MBIE, funders, partners. |

Person Specification

Qualifications and Experience

- Experience maintaining complex programme or portfolio plans across multiple workstreams.
- Demonstrated experience working within large-scale change, transformation or integration environments.
- Strong working knowledge of Microsoft Project (or equivalent enterprise planning tools).
- Experience engaging with senior leaders to gather delivery information and provide structured updates.
- Experience supporting executive or governance reporting in complex organisations.

Skills, Knowledge and Attributes

- Highly organised and detail-oriented, with the ability to manage complexity and ambiguity.
- Strong stakeholder engagement skills, with confidence working across all organisational levels.
- Ability to translate fragmented information into structured, reliable programme insights.
- Sound judgement in identifying risks, dependencies and delivery impacts.
- Comfortable operating in environments with shifting priorities and evolving scope.
- Proactive, curious and persistent in obtaining accurate information.