



POSITION DESCRIPTION

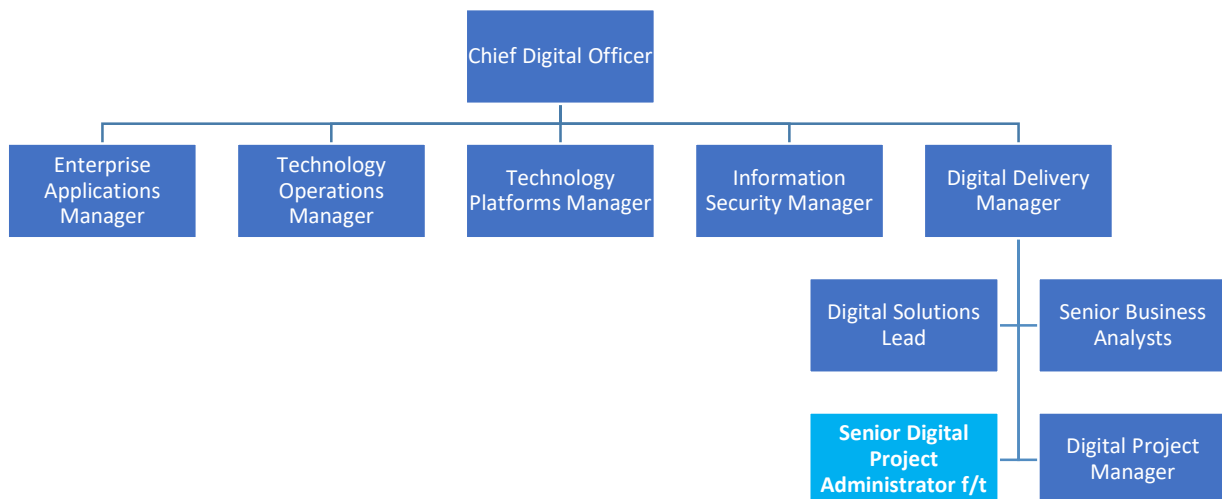


Position title:	Senior Digital Project Administrator (fixed term)		
Reports to:	Digital Delivery Manager		
Group:	Technology	Unit:	Digital Delivery
Revision:	09/2025	Date:	4 September 2025

Purpose

The Senior Digital Project Administrator is responsible for providing programme and project support to the Digital Delivery Team in achieving business outcomes. The role also supports the technology leadership team with purchases orders, contract reviews and financial processing.

Reporting Structure



Resource Accountabilities

Staff numbers	0	Operating Budget	NA
Capital Budget	NA	Expense Authority	NA

Performance Outputs

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
Financial Support	<ul style="list-style-type: none"> Efficiently manage purchase orders (POs) and invoices in alignment with company financial policies. Manage the Purchase Order and Invoice processing relating to Technology work with Vendors and projects. Assist with financial processing and reconciliation at the end of each month. Ensure forecasted expenditure is captured monthly and submitted to the Finance team as requested. 	<ul style="list-style-type: none"> Monthly financials are reconciled to actual expenditure and forecasted expenditure is maintained. Suppliers are paid in a timely fashion.
Digital Project Administration	<ul style="list-style-type: none"> Assist with administering the Portfolio Management process and keeping project artefacts updated. Support the project team in achieving outcomes by maintaining standards, tools, and procedures for issue, risk, change, and information management. In collaboration with the PMO Lead ensure project templates and artefacts are updated and published. Prepare governance reports, project status updates, presentations, agendas, minutes, and maintain comprehensive logs and registers. Lead the onboarding and offboarding of contractors for the Digital programmes. 	<ul style="list-style-type: none"> Processes are current and communicated Portfolio Management artefacts are accurate and up to date Reporting is timely and accurate
Project Administration	<ul style="list-style-type: none"> Coordinate and attend weekly project meetings across various streams, capturing meeting minutes and disseminating relevant information. 	<ul style="list-style-type: none"> The group is supported to operate optimally

	<ul style="list-style-type: none"> • Establish and manage project files, implementing effective document control procedures. • Provide administration support to the Digital Delivery Manager, programme and projects managers. • Arrange logistics for project meetings, including Steering Group, Project Teams, and ad hoc meetings. • Track and report on project tasks, milestones, and deliverables accurately. • Undertake additional tasks as directed by Project Managers. 	
To participate and contribute to other technology projects	<ul style="list-style-type: none"> • Contribute to technology projects for WEL when required and able • Undertake continuous improvement projects as and when required 	<ul style="list-style-type: none"> • Achievement of agreed project measures
Targeting “Best in Safety”	<ul style="list-style-type: none"> • Promotion of good safety management practices. • Participation in safety and wellness activities. • Being a safety leader. 	<ul style="list-style-type: none"> • WEL’s health and safety policies and procedures are adhered to at all times.
To work in and promote a ‘Best in Service’ attitude to all endeavours	<ul style="list-style-type: none"> • Engage within the business and with community / external stakeholders in a way that supports ‘Best in Service’, always. 	<ul style="list-style-type: none"> • WEL’s reputation is enhanced in the community • You are known for your excellent customer service

Person Specification

Qualifications	Essential	<ul style="list-style-type: none"> NCEA level 3 or equivalent
	Desirable	<ul style="list-style-type: none"> Project qualification (e.g Prince2, PMI) Tertiary qualification, such as NZ Diploma in Business (Level 5)
Experience	Essential	<ul style="list-style-type: none"> Experience in the electricity industry is desirable. Highly organised with excellent problem-solving abilities. Outcome-focused mindset with a commitment to project success Strong experience with MS Office, particularly Word, Excel, and PowerPoint
	Desirable	<ul style="list-style-type: none"> 3 years working in IT or project teams Experience with SAP
Role Specific Competencies	<ul style="list-style-type: none"> Integrity: Demonstrates consistently high integrity, professionalism and business ethics. Teamwork: Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others. Shares information and knowledge freely. Collaboration: Works with peers and others across the business to achieve results Problem Solving / Critical Thinking: Analyses issues and breaks them down into their component parts. Able to gather a wide range of information, comprehend and make systematic and rational judgements based on relevant information. Achievement Focused: Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action. Communication: Speaks clearly, fluently and in a compelling manner to both individuals and groups. Writes in a clear and concise manner, using appropriate grammar, style and language for the reader. Negotiation: Listens, comprehends and empathises with parties to develop relationships and rapport with others. 	

	<ul style="list-style-type: none">• Technical Ability: Provides high quality analysis, processes and developments using the tools provided.• Planning and Organising: Organises and schedules activities and resources efficiently.• Customer Focus: Dedicated to providing a prompt, efficient and personalised service to clients (internal/external) and works hard to ensure that individual client needs are met.• Quality Orientation: Has a very high attention to detail. Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.
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Our Purpose

Enabling our *communities to thrive*

Our Vision

To create and support an *innovative and sustainable energy future*

Best in Service

So we have the *trust of our community*



Best in Safety

Every Day - **Home Safe**



Our Values



Agile

We listen to ideas, we explore opportunities and we adapt to changing situations with an open mind. When change is needed we make sure we understand why and we make it work. We're flexible and we respond professionally to change.



Build the business

We make sure our day to day activity is sound while exploring ways to improve the way we work or things we do. We often ask "is there a better way to do this?" and we investigate options.



Care for each other, the customer and our assets

We work as a team across the business to do things the right way. We treat others with respect, listening to their needs so we can deliver a reliable and safe service to our communities.



Do the right thing

We make decisions with integrity and when we can, we help others make the right decision for their situation. We're open, honest and trustworthy. We speak up if we feel we should and we listen to others.



Every Day - Home Safe

We lead by example to keep ourselves, our workmates and our communities safe. We use the right equipment, we challenge unsafe acts and we say no if we think it's not safe.