

# Position description



<b>Title</b> BTO Co-ordinator	<b>Reports to</b> Head of Business Transformation Office
<b>Division</b> Transformation & Technology	<b>Department</b> Business Transformation Office
<b>Location</b> Auckland	<b>Last updated</b> January 2025

## Our commitment as a Crown Entity

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

## Role purpose

Reporting to the Head of Business Transformation Office (BTO), the BTO Co-ordinator is a key member of the Business Transformation Office who facilitate the achievement of strategic goals, through the planning, execution, and governance of the delivery roadmaps.

The purpose of this role is to provide support and enablement to the Business Transformation Team performing crucial tasks related to supporting the team operating rhythm, supporting project management delivery, meeting support, communication, administration, reporting, and managing key team artefacts (including team intranet sites and shared calendar).

## What you will focus on

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### Project Support

- Ongoing support Project & Programme Managers, assisting with co-ordination of meetings, minutes and reporting as required
- Set up new Project sites on SharePoint and Confluence at the Project Inception phase
- Responsible for the BTO Operating Rhythm co-ordination, including leading the BTO weekly and monthly meetings, organising the agenda and production of minutes
- Ensuring all closed projects follow the guidelines, producing a Project Closure Report
- BTO Communications Plan execution
- Support Head of BTO with FY Planning cycle co-ordination.

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### Continuous Improvement

- Support BTO Analyst with Celoxis roadmap development and reporting
- Support BTO Strategic Improvement Plan initiatives execution, and maintain the overall roadmap plan
- Responsible for evolving the BTO SharePoint and Confluence sites, ensuring up to date content through planned content review, and identify improvements to maximise value of these sites to key stakeholders
- Support the co-ordination of the BTO Lunch & Learn Series, securing speakers, content and meeting logistics
- Execute quality assurance activities to ensure the project management processes and guidelines at Lotto NZ are consistently executed as per documented frameworks

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### Project Office Support and Co-ordination

- Support to produce the BTO Monthly Report
- Support to produce the EPG Report
- Production of the EPG Agenda and Minutes, in co-ordination with the Head of Business Transformation Office
- Manage the BTO Resource Planner in conjunction and co-ordination with the BTO leadership team
- Management and maintenance of the BTO Kanban
- Management and maintenance of the BTO Shared Calendar
- Support the Head of Business Transformation Office to ensure the BTO Risk Register is maintained and reviewed

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### Relationships

- Develop and maintain strong external and internal relationships.
- Manage internal and external relationships and expectations setting realistic goals and timeframes to ensure the project is completed on time and is complaint.
- Work holistically with key external stakeholders including third party suppliers, retailers, contractors to ensure the project plan is accepted, supported and able to be implemented successfully.

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### Other

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- As a member of the Business Transformation Office, you will be expected to actively contribute to developing the maturity of project management office practice, including the development of processes, framework, communications and reporting.
  - Ensure all company policies, procedures and guidelines are followed and adhered to.
  - Take an active role in promoting and ensuring a safe and healthy workplace at Lotto NZ for yourself and others.
  - Lotto NZ's purpose is to provide safe gaming that allows New Zealanders to play and win while contributing money back to New Zealand communities: Ensure that minimising the potential for harm from our games is a key consideration in all day-to-day activities and decision making, through adhering to all Lotto NZ responsible gaming processes and policies.
  - Ensure the Lotto NZ Health and Safety policy is adhered to (including procedures in the Health and Safety Manual) and hazards, incidents and near misses are reported in the Health and Safety system in a timely manner.
  - Comply with all Lotto NZ security policies and instructions, complete all required security awareness training and report any security incidents or concerns in a timely manner.
  - Any other duties as reasonably required by your manager or other key stakeholders.
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## Your skills and experience

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### Technical skills

- Ability to work within a team to develop and implement process improvements
  - Ability to support project management delivery, understanding related tools and methodology.
  - Solid experience of working with standard office products and communications tools, such as Excel, Word, PowerPoint, Teams and Slack.
  - Not essential - awareness and basic knowledge of project and team collaboration tools such as JIRA and Confluence.
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### Experience

- A minimum of three years exposure with project management office or delivery team experience in a technology / business change environment
  - The proven ability to work across boundaries within all divisions of a business.
  - Excellent presentation and communication skills.
  - Proven organisational skill set with an attention to detail.
  - Ability to focus on goals and drive forward initiatives.
  - A proactive, results-orientated and customer-focussed approach to delivery.
  - Proven experience of key stakeholder engagement skills with divisions including IT, Operations, Marketing, Retail, Finance, and external suppliers.
  - Desired experience delivering Agile methodology-based projects.
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### Qualifications

- A relevant tertiary qualification or equivalent work experience
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## Authorities

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