

JOB DESCRIPTION



Job Title:	Programme Co-ordinator
Division:	Budget & Fiscal Strategy
Reports to:	Manager, Budget Management
Location:	Wellington
Date:	December 2025

The role of the Treasury

The Treasury, Te Tai Ōhanga, plays a key role in New Zealand's public service as the Government's lead advisor on economic policy, macroeconomic and fiscal strategy, and steward of the public sector financial management system. Together with our central agency partners, we support Ministers to drive the performance of the public sector with the goal of enhancing living standards for all New Zealanders. The Treasury also has a critical role providing advice and analysis to support an understanding of public finance, fiscal choices, and economic issues.

There are challenges in our economic context at present, as the domestic economy faces significant headwinds in the near-term. However, there are also major opportunities, for example as we look to set out how New Zealand can address the long-standing challenge of delivering more rapid productivity growth and attract greater investment. Overall, a period of fiscal adjustment is needed to restore our fiscal sustainability, while delivering more effective and efficient public services would help ease the trade-offs involved with this.

These challenges are occurring against a backdrop of an increasingly complex environment. New Zealand needs to navigate large-scale changes like population ageing, climate change, and a much more uncertain international economic landscape. This context requires strategic leadership from the Treasury and wider public service, as New Zealand has the opportunity to make adaptive approaches to demographic shifts, climate change, and foster economic relationships that leverage the evolving global situation.

The Treasury supports the Government by providing:

- evidence-based advice and analysis on removing barriers to growth, creating a thriving business environment, supporting better-performing infrastructure, and building economic resilience
- the operations, frameworks, and advice that underpin stable macroeconomic policies, a sustainable and resilient fiscal strategy, and delivery of a budget that supports effective public services
- advice and systems that support Crown expenditure and tax policies, underpin effective and efficient public services, and support higher living standards working alongside central agencies
- advice and systems that support the management of the Crown financial, commercial, and mixed-ownership assets

We also have an important public stewardship role as a credible economic leader that encourages and contributes to constructive public discussion on key economic policy issues.

The role of the Programme Coordinator

The Programme Co-ordinator develops and executes plans for the management of significant events organised by the Treasury.

The role of the Budget & Fiscal Strategy Division

The Budget & Fiscal Strategy Division delivers high-quality advice on macroeconomic management and fiscal choices, ensuring the delivery of a robust Budget process that evolves to remain fit for purpose in achieving high-quality outcomes. It provides timely projections, reporting, and analysis on the economic and fiscal outlook, as well as the impact on the Crown's financial accounts, to inform Government decisions. Additionally, it produces quality analysis on planning and executing a programme of capital investment while developing a strategy to manage the Crown's assets and liabilities.

Key accountabilities

<i>Key accountability areas:</i>	<i>Key accountabilities/expectations:</i>
Developing plans for the management of significant events organised by the Treasury	<ul style="list-style-type: none">▶ Developing and documenting a timeline of actions, including a runsheet for the event day, and ensuring that the actions and runsheet are executed, including ensuring that relevant Treasury staff are aware of the timeline and runsheet▶ Developing a budget for events, for approval by the relevant Treasury budget-holder. <p>The events include, but may not be limited to, the Pre-Election Economic and Fiscal Update, and the following annual events, in ascending order of complexity: the presentation of the Financial Statements of Government, the Half-Year Economic and Fiscal Update (HYEFU)/Budget Policy Statement (these two events may be held separately) and the Budget. Planning includes wider risk-management. Each event may include one or more of lock-up(s), public event(s), and briefings for Treasury and non-Treasury audiences, e.g., public service Chief Executives. The Budget lock-up has about 160 attendees.</p>

<i>Key accountability areas:</i>	<i>Key accountabilities/expectations:</i>
<p>Executing the plans</p>	<p>For each event:</p> <ul style="list-style-type: none"> ▶ Booking the venue(s) and event equipment and contracting for the provision of other supplies or services needed for the event, e.g. catering and audio-visual equipment. ▶ Running a registration of interest (ROI) process for attendees. ▶ Setting up the event on the day. ▶ Ensuring safety requirements, and physical and electronic security requirements, are met. This includes the logistics of physical and electronic document-delivery. ▶ Engaging with and coordinating stakeholders of the event, including Ministers' Offices, Treasury staff, contracted staff providing supplies or services for the event, and attendees. Relevant Treasury staff include subject-matter teams, Web & Publishing, support staff and Communications. ▶ Reviewing major events <i>ex post</i> as a part of continuous improvement. ▶ Any other tasks that may be needed to successfully deliver events, including identifying and resolving problems that may appear. <p>The expectations of the Programme Co-ordinator vary depending on the timing and requirements of upcoming events. During down-times (if any), the Programme Co-ordinator may carry out other tasks not related to event management, subject to agreement between the Project Co-ordinator and their manager.</p> <p>A full description of requirements for Budget event-management may be found here.</p>

Role scope

Key dimensions of resources controlled:

Revenue:	Nil
Expenditure:	Nil
Capital Assets:	Nil
Direct reports:	Nil

Key relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none">▶ Assistant Secretary, Budget & Fiscal Strategy▶ The Managers and other members of the Web & Publishing, Budget Management, Fiscal Reporting and Forecasting teams.	<ul style="list-style-type: none">▶ Minister's Office▶ External service providers for events

Qualifications/Experience

- ▶ An understanding of the multiple requirements for successful event-management.
- ▶ A working-style that is organised, proactive, practical, attentive to detail, adaptable to changing circumstances, security-conscious and responsive to the sensitive and high-profile nature of events organised by Treasury.
- ▶ Ability to engage with others to achieve goals, even though the Project Co-ordinator does not have line-management authority over them.
- ▶ Good written and oral communications, including for producing plans and other documentation relevant to event management.
- ▶ Good time-management.
- ▶ An ability to work under pressure and tight deadlines.
- ▶ Problem-solving.
- ▶ An ability to identify and manage risks.
- ▶ Familiarity with the key suppliers relevant to event-management in Wellington, and with the Treasury's procurement policies.

Treasury values

- ▶ **Making a Difference - Kia Pono** - Our place at the heart of New Zealand's economic and financial tides provides a unique perspective and opportunity to influence, lead and serve. We apply our experience, skills and judgement and, with integrity, create high-quality, sustainable solutions on the big issues for New Zealand.
- ▶ **Enhancing Mana - Kia Whakamana** - Our strength lies in the way we respect, empower, and connect with others. We are self-aware, open, and inclusive which ensures everyone can contribute and succeed. We inspire others with our enthusiasm and aspirations.

- ▶ [Achieving Together - Kia Hono](#) - Our success rests on the way we work and achieve results together, both with those inside and outside Te Tai Ōhanga. Curious, bold and resourceful, we build on the foresight, courage, and commitment of those who served before us.

The role of the Public Service

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. To find out more: (<https://www.publicservice.govt.nz/about-us>).

Changes to Position Description

Positions in The Treasury may change over time as the organisation evolves and priorities change. Responsibilities for this position may change and the manager of this position may initiate such change as necessary.