

# POSITION DESCRIPTION

## BRANCH, YOUNG ENGINEERS & STUDENTS ADVISOR

### ABOUT US | MŌ MĀTOU

Engineering is a big deal for New Zealand. It's behind almost everything we do and plays a vital role in Kiwi life – from our homes and how we travel and communicate, to the water we drink and the food we eat. Engineers are awesome, and we want everyone to know.

We're Engineering New Zealand Te Ao Rangahau – a non-profit membership organisation that's driven to help our engineers be the best so they can engineer better lives for New Zealanders.

As a membership organisation and the Registration Authority for chartered professional engineers, we represent around 22,000 members from graduates through to experts in their field. As well as supporting and promoting the work of our members, we are leading exciting programmes that are making a difference to Aotearoa.

We're the voice of engineering. We aren't afraid to ask the hard questions, seek expert advice, explore possibilities, and partner with all sectors of society to drive this mission home. We give our members a platform to share their views and impact real change. We're also unashamedly proud to shout their engineering genius from the rooftops.

### ABOUT THE ROLE | KŌRERO MŌ TE TŪRANGA

To support the Engagement Manager, Branches, Young Engineers & Students to create a vibrant network of students and young engineers that strongly connects them to Engineering New Zealand, excites them about their future, encourages new members to join and builds a network of champions for Engineering New Zealand.

We want members to feel loved and valued and to see Engineering New Zealand as their life long professional home. We'll do this by:

- Providing opportunities for them to connect, learn, network and be recognised.
- Work with branch and the committee to create events that appeal to different member segments.
- Informing them about what is happening at Engineering New Zealand and the wider engineering community in an engaging and exciting way.
- Providing the tools they need to start their careers and be highly successful engineering professionals.

- Encouraging them to get involved with Engineering New Zealand through awards, events and leadership opportunities.
- Encouraging them to be key advocates for Engineering New Zealand.

## **KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA**

### **Stakeholder engagement**

- Proactively manage the relationship between Engineering New Zealand and the student ambassadors to ensure they are well informed and supported.
- Regularly communicate and engage with members to understand their needs and identify and create offerings to meet these.
- Actively promote Engineering New Zealand membership benefits to delight existing and prospective members.
- Encourage members to be champions for Engineering New Zealand and excellence in engineering.
- Support Manager to develop comprehensive programmes for each stakeholder group that build connection and create value.

### **Events**

- Supports the manager to develop and implement strategies to continually engage with our diverse membership community.
- Support Manager to organise, manage and promote careers fairs, speed interviewing, secrets to success, student and young engineer forums, and any other related events.
- Work with manager to support committees to identify opportunities and deliver events in their region.
- Create an engaging and relevant events and content to seamlessly integrate with the student journey and support the transition into the Engineering profession.
- Providing support to deliver events, workshops and webinars both in person and online.

### **Administration**

- Support volunteers with submitting invoice and reimbursement claims and accounts coding.
- Assist with day-to-day administration of regional committees e.g. elections, maintaining contact lists, sharing finance reports.
- Acting as the committee liaison in conjunction with Manager.
- Providing advice and support to committee in managing budgets.

### **Other**

- Some domestic travel and flexibility of hours is required in this role.
- Work collaboratively across the organisation to achieve collective goals.
- Embody the Engineering New Zealand values of integrity, service, cooperation and bravery.
- Ensure you adhere to the relevant Engineering New Zealand health and safety policies and procedures.
- Ensure your own wellness, health and safety within the workplaces, as well as that of colleagues.
- Participate in other tasks, projects and activities, as required.

## SKILLS AND EXPERIENCE REQUIRED | NGĀ PUKENGA ME NGĀ WHEAKO E HIAHIATIA ANA

### General skills/experience

- A tertiary qualification, ideally in Communications or Marketing, or equivalent and relevant work experience.
- 2 – 3 years experience working in a customer service environment. Experience working in a membership organisation or working with volunteers would be advantageous.
- Strong communication skills.
- Ability to nurture, maintain and strengthen relationships with a broad range of stakeholders from all backgrounds and ages.
- Strong customer service orientation.
- Excellent administration skills and eye for detail.
- High level of initiative and desire to get the job done.
- Ability to multi-task within a team environment.
- Relevant tertiary qualification and/or employment experience.
- An understanding of membership organisations would be ideal but not necessary.
- Technically proficient in all modern technologies including Microsoft Office, social media, web based apps and CRM systems.
- A team person who helps others achieve their goals and shares information.

## REQUIREMENTS OF THE ROLE | NGĀ HERENGA

### Personality/attitude

- Self-starter who shows initiative.
- Curious, open-minded and a quick learner.
- Creative and able to execute on ideas.
- Can work both independently and in a team orientated collaborative environment.
- Flexible, resilient and willing to pitch in with other team tasks.
- Can-do attitude with a sense of humour.