

# **POSITION DESCRIPTION**

## **ENGAGEMENT MANAGER, TECHNICAL GROUPS**

### **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 24,000 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 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**

Our Groups represent specific fields of engineering or interest areas and are run by a committee of volunteer. Like Engineering New Zealand they promote and advocate for their members interests and concerns.

The role is responsible for leading and delivering on groups engagement strategy and assisting committees and groups to add value to their membership.

The team will contribute to budgeting; membership and financial reporting; event and conference management; delivery of webinars and Group communications.

### **DIRECT REPORTS**

1 x Engagement Advisor

2 x Engagement Coordinator

## KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

### Stakeholder Engagement

- Establish and maintain relationships with Group chairs and other committee members to support them to achieve objectives.
- Provide advice and support to the Group chair and committee in relation to stakeholder engagement issues and activities.
- Work with internal stakeholders to encourage and create opportunities for Groups and others to connect and share learnings and thought leadership ideas.
- Seek opportunities for and facilitate collaborative activity between Groups, Branches and other stakeholders.
- Attend Group led activities on a regular basis to ensure face to face presence and interaction with Group committees and members.
- Organise Engineering New Zealand's participation at Management Committee meetings as appropriate.
- Work with the Strategic Engagement Manager and Engagement Team leads to ensure connectedness and coherence across all stakeholder engagement.

### Advocacy & Support

- Be the Engineering New Zealand champion with the Groups, promoting our strategy and encouraging their support of it.
- Ensure that Groups and Engineering New Zealand are aligned with and are advancing the principles of the Groups Charter.
- Be the advocate for the Groups with Engineering New Zealand head office/Board and help to raise their position on key issues.
- Provide enabling support services to the Groups network to deliver member value and contribution to industry which includes, being the conduit for resolving membership and financial issues and maintaining and updating Group websites.
- Ensure that Engineering New Zealand delivers agreed services to Collaborating Technical Societies.
- Produce monthly updates for Groups and quarterly reports for wider stakeholders.
- Work with Group Treasurers, supported by Engineering New Zealand Finance team to produce a budget each year which allows them to be self-sustaining.

### People Leadership

- Provide day-to-day operational management of direct reports including leave approvals, performance management, pastoral care.
- Support direct reports to build capability through coaching and mentoring.
- Actively seek development opportunities for direct reports.
- Identify key skill gaps and coach individuals on professional and career development.
- Actively collaborate with colleagues and direct reports to ensure the team achieves intended outcomes.

## **Other**

- Work collaboratively with colleagues across all of the Engineering New Zealand teams.
- Embody the Engineering New Zealand values of integrity, service, mahi tahi, and bravery.
- Ensure adherence to the relevant Engineering New Zealand health and safety policies and procedures.
- Ensure 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 in a related field, or proven equivalent experience.
- Minimum of 5 years relevant experience in a people leader/or stakeholder management role.
- Experience working in a membership organization with volunteers and committees desirable.
- A high level of organisational agility and the ability to influence across business units.
- A strong customer service focus with an ability to work with a wide range of people, especially volunteers.
- Excellent oral and written communication skills.
- An interest in planning and organising events.
- A familiarity with the Microsoft suite of publications including: Word, Excel, PowerPoint and Outlook; and the ability to pick up new computer programs as required.
- An ability to cope under pressure and manage own time in the face of competing priorities.
- A team person who helps others achieve their goals and shares information.
- An ability and maturity to recognise that when a task needs to be performed, it doesn't matter who does it, just that it needs to be completed in a timely, efficient and co-operative manner.

### **Behavioural attributes**

- Resilient and able to work under pressure.
- Patient and systemic.
- Self-starter.
- Pays attention to detail.
- Team player and natural collaborator.
- Flexible and willing to pitch in with other team tasks.