

# POSITION DESCRIPTION

## PROJECT MANAGER - TECHNICAL ADVISORY PROJECT

PART TIME (0.4 FTE) AND FIXED-TERM (TO 30 JUNE 2026)

### 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 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

Engineering New Zealand Te Ao Rangahau is conducting the Seismic Risk Work Programme (SRWP) VM1 Project to support the Ministry of Business, Innovation & Employment (MBIE) incorporate the outcomes of the National Seismic Hazard Model update (2022) into the regulatory system. Engineering New Zealand has formed the Seismic Risk Working Group (SRWG) and the project is conducted as a research-led activity by the SRWG with consultants from across the private, public and academic sectors. The project started in April 2022 and is due to be completed by 30 June 2026. There is the opportunity for a project manager to complete the project on a part-time and fixed-term basis.

The project manager will work closely with staff within Engineering New Zealand, client representatives at MBIE, the SRWG Chair and project Engineering Technical Coordinator, the SRWG and other engineering consultants both from industry and academia, to complete the project within scope, time and resource parameters.

The project manager does not need to be an engineer.

**Reports to:** Sector and Strategic Programmes Manager

**Direct Reports:** None

**Location:** Wellington (or as agreed)

**Salary Grade:** 19

**Key relationships:**

**Internal:** Sector and Strategic Programmes Manager, General Manager Membership Services (Functional - for MBIE work), Training and Programme Advisor, Finance Manager, Legal Advisors.

**External:** MBIE (Building System Performance branch), Seismic Risk Working Group Chair, Project Engineering Technical Coordinator, SRWG members, consultants, Technical Interest Groups, Project Technical Stakeholder Group.

## KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

### Project Management

- Manage and deliver the SRWP VM1 Project.
- Promote strong project management practice and discipline within the project team.
- Host online and in-person meetings for the SRWG.
- Manage project finances.
- Complete monthly reporting requirements.
- Revise and update project plans as required.
- Provide project products to MBIE (as the Client).
- Manage the closure of the project (including lessons, financial management, and reporting).

### Other

- Work collaboratively with colleagues across all of Engineering New Zealand.
- Embody the Engineering New Zealand values of integrity, service, mahi tahi, 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.

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

- Relevant qualification in project management and/or 10 years + relevant experience.
- An engineering background would be desirable.
- Proven experience delivering projects in complex stakeholder environments.
- Strong understanding of project governance, delivery methodologies and monitoring practices.
- Excellent collaboration, communication and documentation skills with the ability to influence without authority.
- Experience in managing government-funded initiatives and understanding of public sector requirements an advantage.

- Demonstrated ability to build and maintain stakeholder relationships.

## **REQUIREMENTS OF THE ROLE | NGĀ HERENGA**

### **Competencies**

- Excellent communication and stakeholder management skills.
- Strong plain English writing skills and editing ability.
- Initiative, motivation and energy to get the job done.
- Thoroughly familiar with the Microsoft suite of publications including: Word, Excel, PowerPoint and Outlook; and the ability to pick up new computer programs as required.
- Ability to work unsupervised as well as providing direction and support to team members where needed.
- A team person who collaborates, helps others achieve their goals and generously shares information and insights.
- Highly-developed communication skills, verbal as well as written.
- Well-organised and able to prioritise work effectively.

### **Behavioural attributes**

- Able to cope under time-pressure and manage own time in the face of competing priorities.
- Fosters respect among peers, team members and external audiences.
- Demonstrates care and respect for others.
- Flexible and willing to pitch in.
- Self-starter, highly motivated to do good work.