

POSITION DESCRIPTION

LEAD EVENTS 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

This role is primarily responsible for providing comprehensive events and communication support to Engineering New Zealand's technical and special interest groups. This role will also support new initiatives and support the wider Groups Team when required.

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

Membership and committee support

- Responding to member enquiries in a professional and timely manner.
- Working in conjunction with Engagement Manager, Groups to optimise processes and seek opportunities to enhance member experience for technical and special interest group members.

Event Lead

- Supporting Groups to develop and deliver engaging events, workshops and webinars.

- Overseeing Groups event calendar and identify opportunities for collaboration with other Groups, Branches or stakeholders.
- Managing event platform (Arlo), registrations and associated enquiries.
- Promoting events through Engineering New Zealand and other stakeholders' marketing channels.
- Manage the technical delivery of webinars and host webinar on behalf of groups.
- Managing and supporting Group's to host events at the Engineering New Zealand office.
- Facilitate in person, online and hybrid seminars, networking sessions and general events. These are often outside of normal business hours.
- Delegate events to team members as required
- Strong level of Initiative and ability to be flexible

Marketing and communications

- Works with marketing team to ensure all content is on brand.
- Developing, editing and updating Group websites.
- Editing and formatting content of Group newsletters, mailouts and other member communication.
- Distributing communications, including newsletters and ad-hoc messages.
- Providing guidance and support on issuing engaging communication.
- Developing the monthly update to Group committees.

Relationship management

- Develop and maintain excellent relationships with internal colleagues, Group Committees and their members and suppliers.
- Developing relationships with suppliers (venue, accommodations, travel etc) to benefit our technical and special interest groups.
- Contribute to the management of external stakeholder relations through development and maintenance of the Engagement Team's activities.

Other

- Work collaboratively with colleagues across all of the Engineering New Zealand teams.
- 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

A tertiary qualification in communications, business management or events.

- At least three years of experience in a similar environment
- Proven experience in managing stakeholder relationships, events management and business administration, or other comparable experience.

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

General Skills/Experience

- A high level of organisational and administrative skills with accuracy and attention to detail.
- A strong customer service focus with an ability to work with a wide range of people, especially volunteers.
- Excellent oral communication skills, including a good phone manner.
- Strong plain English writing skills and editing ability.
- A high level of initiative and energy to get the job done.
- 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.
- An ability to work unsupervised.
- 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.

Personality/Attitude

- Resilient and able to work under pressure.
- Patient.
- Self-starter.