



engineering
new zealand
te ao rangahau

POSITION DESCRIPTION

POLICY & ADVOCACY 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 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

The Policy & Advocacy team at Engineering New Zealand Te Ao Rangahau is looking for a Policy & Advocacy Advisor to support its response to the issues that impact engineers or engineering disciplines, and public issues where we can add value. This is a diverse role with exposure to a large cross-section of industry and government work covering a range of issues – such as infrastructure, the building system, resource management and workforce. The policy and advocacy work is varied and exciting. We are a small team with lots on. We work to positively influence the direction of key public issues by increasing the volume, visibility, and effectiveness of our advocacy.

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

Policy & Advocacy

- Contributes to proactive policy and advocacy (e.g. letters to government, news items, position statements) on matters affecting New Zealand where the engineering voice should be heard.
- Supports the development of effective and clear submissions in response to discussion documents, Bills and other documents produced by Government agencies and other organisations.
- Keeps abreast of upcoming proposed regulatory changes, recommendations, and other policy activities and opportunities to be involved.

- Conducts research and analysis to understand government reforms and the impact/interest for engineers and helps develop strategies and solutions.

Stakeholder engagement

- Develops and maintains strong working relationships with internal (particularly Communications and Marketing) and external stakeholders.
- Engages, collaborates, and coordinates stakeholders to provide and develop knowledge and analysis.
- Identifies and utilises government opportunities for engineers to assist with problem solving.
- Liaises with technical groups - leveraging their expertise to support our work and inputting to their advocacy.

Other

- Works collaboratively with colleagues across all Engineering New Zealand teams.
- Embodies the Engineering New Zealand values of Bravery, Integrity, Mahi Tahi, and Service .
- Ensures adherence to the relevant Engineering New Zealand health and safety policies and procedures.
- Ensures their own wellness, health, and safety within the workplaces, as well as that of colleagues.
- Participates in other tasks, projects, and activities, as required.

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

- A relevant tertiary qualification, or proven equivalent experience.
- Ideally 1-2 years experience in policy or advocacy.

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

Competencies

- Strong analytical and problem-solving skills.
- Excellent written and oral communication skills.
- Well organised and ability to plan and manage work.
- Ability to communicate complex information through written documents.
- Interest in the engineering profession and matters that impact the profession.
- The ability to build and maintain relationships.
- Understanding government decision-making processes.
- Strategic thinking, analytical problem-solving abilities and good judgement.
- A high level of initiative and energy to get the job done.
- A high level of organisational and administrative skills with accuracy and an attention to detail.
- 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.
- Experience in working in policy or advocacy or with engineers or engineering disciplines would be valuable, along with having existing government and industry networks.

Behavioural attributes

- Team player and natural collaborator.
- Self-starter.
- Delivery focused.
- Pays attention to detail.
- Flexible and willing to pitch in with other team tasks.