

POSITION DESCRIPTION

DEPUTY DIRECTOR – BRIDGE

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 BRIDGE

Building Resilience in Design Guidance and Engineering (BRiDGE) represents a significant partnership between key government agencies and the engineering sector. The Ministry of Business, Innovation and Employment (MBIE), the Natural Hazards Commission (NHC) Toka Tū Ake, and New Zealand Transport Agency (NZTA) Waka Kotahi, have joined with industry technical groups, research organisations, and Engineering New Zealand to create this innovative approach.

Engineering New Zealand serves as the host organisation, using its considerable industry mana to work alongside funders and stakeholders to achieve shared objectives. This partnership focuses on collaboratively identifying, prioritising and delivering projects that advance design guidance and promote resilience in the design and construction sector including, Building Code supporting documents.

ABOUT THE ROLE | KŌRERO MŌ TE TŪRANGA

The Deputy Director supports the Director – BRiDGE with stakeholder engagement, project prioritisation, and ensuring delivery excellence across the BRiDGE programme. This role leads the development of project scopes, oversees the selection and performance of project teams, and ensures technical quality assurance across all outputs. It also provides secretariat support to the Steering Group and ensures programme operations are well coordinated.

Reports to: General Manager, Membership Services

Functional Reporting to Director – BRiDGE

Direct Reports: None

Location: Wellington (or as agreed) FTE: 0.7 - 0.8 FTE

Key relationships:

- **Internal:** General Manager – Membership Services, Director – BRiDGE, Programme Manager - BRiDGE
- **External:** NZTA, MBIE and NHC, Steering Group members, project teams and contractors, technical experts, government and regulatory agencies, research organisations, professional and technical societies, and vendors

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

Programme Support & Stakeholder Engagement

- Support the Director to engage with agencies, industry stakeholders, research institutions, and technical societies.
- Support the Director to prepare and present clear, compelling options to funders for project commissioning.
- Provide secretariat support for the BRiDGE Steering Group, including meeting coordination and follow-up.
- Contribute to the preparation of Steering Group reports and briefings for funders.
- Ensure strong coordination and communication between the Programme Manager and key stakeholders.
- Represent BRiDGE at meetings and events where required.
- Oversee and monitor overall programme operations and coordination to ensure sound administrative, contracting, funding and financial practices.
- Coordinate and align sector communications and content with programme objectives.
- Supporting the Director in the production of the Built Environment and Infrastructure: Annual Engineering Sector Scan

Project Execution & Oversight

- Lead the development of project scopes with clear deliverables and timelines.
- Support the Steering Group and Director's cultivation of project funders by securing appropriate funding arrangements.
- Manage procurement and selection of project teams, ensuring appropriate expertise and capacity.
- Ensure transparent, documented selection of project teams, aligned with funder requirements.
- Identify and address delivery risks, escalating issues as needed.
- Ensure risk mitigation strategies are implemented across all projects.
- Support project teams with coordination, oversight, and feedback.

Technical Review & Quality Assurance

- Oversee quality assurance processes and ensure technical consistency across outputs.
- Coordinate independent and peer reviews as needed.
- Ensure guidance produced meets programme goals and sector credibility standards.
- Work with the Programme Manager to maintain document control, and reporting standards and requirements.
- Monitor technical review processes and ensure regular reporting on quality assurance.
- Review project scope alignment and manage changes appropriately.

People Management

- Provide line management and day-to-day support to the Programme Manager – BRiDGE.
- Set clear expectations, provide regular feedback, and support their professional development.
- Ensure alignment of their work with BRiDGE programme goals and delivery standards.

Other

- Work collaboratively with colleagues across 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.
- Participate in other tasks, projects and activities as required.

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

- Postgraduate qualification, BE(HONS) or higher, in Structural, Geotechnical or Civil Engineering or a related field.
- Minimum 10 years of experience in engineering project management, technical governance, and stakeholder engagement.
- Strong understanding of guidance development, technical standards, and QA processes.
- Experience with multi-stakeholder projects and technical governance.
- Strong record of project delivery.
- Excellent communication, coordination, and relationship building skills.
- Strong analytical, problem-solving, and risk management skills.

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

Competencies

- Excellent communication skills, verbal as well as written.
- Strong organisational and prioritisation skills.
- Proficient in essential digital tools.

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.
- Resilient and able to juggle many tasks and issues.
- Demonstrates care and respect for others.
- Flexible and willing to pitch in.