

POSITION DESCRIPTION

PROGRAMME MANAGER - 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 Programme Manager – BRiDGE is responsible for the smooth and efficient operation of the programme.

This role acts as the operational centre of the programme team, coordinating timelines, managing contracts and invoicing, supporting procurement and commissioning processes, maintaining accurate records, and ensuring clear reporting to funders and governance groups.

Working closely with the Deputy Director and Director – BRiDGE, this role ensures strong programme coordination, effective communication with stakeholders, and compliance with agreed programme processes. It also supports project tracking, performance monitoring, and the delivery of high-quality outputs that meet the programme's objectives.

- **Reports to:** Deputy Director - BRiDGE
- **Direct Reports:** None
- **Location:** Wellington (or as agreed) FTE: 0.7 – 0.8 FTE

Key relationships:

- Internal: Director – BRiDGE, Deputy Director - BRiDGE, General Manager – Member Services, Finance Team, Legal Team, and Communications Team.
- External: Stakeholders and Partners of NZTA, MBIE and NHC, Steering Group members, Project Teams, Technical Interest Groups.

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

Programme Operations & Coordination

- Establish administrative processes, systems, templates, and support protocols for the programme to expected standards.
- Coordinate day-to-day operations of the BRiDGE programme, ensuring workstreams remain on track and aligned with priorities.
- Maintain and monitor programme timelines, workplans, risk registers, decision logs, and progress reports.
- Establish and maintain communication and filing platforms for project teams, including appropriate considerations for security and file access.
- Support the Deputy Director and Director in implementing programme processes and meeting delivery milestones.
- Prepare materials and logistics for funders and Steering Group meetings.
- Coordinate onboarding and information sharing for new project teams and contractors.

Commissioning & Contract Administration

- Support the commissioning of projects including coordinating scopes of work, documentation, procurement, and contractor onboarding.
- Assist in procurement processes and negotiating contracts and subcontracts.
- Ensure appropriate documentation is in place, current and correctly filed for all contracted activities.
- Monitor deliverables, milestones and outputs against contracts and approved budgets.

Financial & Invoice Management

- Track expenditure against the programme budget and manage internal financial records.
- Liaise with Finance to process and reconcile invoices and ensure accurate coding.
- Monitor contractor hours and project expenditure against approved limits.
- Support financial forecasting and funder reporting.

Reporting & Secretariat Support

- Prepare and coordinate reports for funders and the Steering Group.
- Maintain accurate and version-controlled reporting templates and dashboards.
- Schedule and support Steering Group meetings, including agendas, minutes, and action follow-up.
- Support documentation management and ensure timely responses to information requests.

Stakeholder Coordination & Communication

- Be a key point of contact for project teams, suppliers and Steering Group members.
- Coordinate communications across stakeholders to ensure alignment and transparency.
- Support updates to external channels, including websites, newsletters, and briefings.
- Ensure communication products and templates are consistent with BRiDGE tone and style.

Other

- Work collaboratively with colleagues across Engineering New Zealand.
- Embody the Engineering New Zealand values of integrity, service, mahi tahi, and bravery.
- Ensure adherence to 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

- Tertiary qualification in Engineering, Business Administration, Finance, Management or a related field.
- Minimum 8 years of experience in programme coordination, administration, and stakeholder management.
- Demonstrated experience with contract administration, financial tracking and reporting.
- Strong coordination and organisational skills with excellent attention to detail.
- Familiarity with procurement processes and government funding requirements is an advantage.
- Comfortable managing multiple priorities and deadlines.
- Strong communication and interpersonal skills.

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

Competencies

- Highly developed communication skills, verbal as well as written.
- Well-organised and able to prioritise work effectively.
- Proficient in essential digital tools.
- Builds and maintains strong, positive relationships with colleagues, stakeholders, and partners to support collaboration, trust, and successful outcomes.

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.