

POSITION DESCRIPTION MANAGER, POLICY AND ADVOCACY

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 Manager, Policy and Advocacy provide day-to-day leadership and coordination of the Policy and Advocacy team. The role ensures that high-quality policy analysis, advocacy, advice and thought leadership outputs are delivered on time, aligned to organisational priorities and supports the organisation's strategic objectives.

The role is hands-on, combining people leadership with active contribution to advocacy and policy work. The role manages and coaches' staff, shapes the work programmes and maintains strong relationships with internal and external stakeholders.

The Manager, Policy and Advocacy has two direct reports:

- Advisor
- Senior Advisor

Key accountability | Takohanga Tuhinga o mua

Advocacy

- Lead the planning and delivery of advocacy activities aligned to agreed priorities.
- Build and maintain effective relationships with government agencies, sector bodies, and other stakeholders.
- Represent the organisation in meetings, working groups, and forums as required.
- Support the General Manager, Strategy in preparing advocacy materials for senior leaders and governance.

Policy development

- Lead and contribute to the development of policy positions, submissions, briefings, and discussion papers.
- Ensure policy advice is evidence-based, practical, and aligned with organisational values and strategy.

- Manage policy responses to government consultations and reviews.
- Quality-assure policy outputs produced by the team.

Planning and reporting

- Support the General Manager, Strategy to translate strategy into clear work programmes for the team.
- Monitor progress against work plans and flag risks or issues early.
- Contribute to reporting on policy and advocacy activity, outcomes, and impact.

Continuous improvement

- Identify opportunities to improve advocacy and policy processes, tools, and ways of working.
- Share good practice and lessons learned across the team and wider organisation.
- Contribute to cross-organisational projects where advocacy and policy input is required.

Team leadership

- Provide strong leadership and guidance to team members, creating strong morale through motivating and developing direct reports.
- Empower team members, invite input, foster collaboration, share ownership and accountability and celebrate success.
- Effectively delegate tasks and work priorities and coordinate direct reports to achieve the team's objectives.

Team leadership and coordination

- Provide day-to-day leadership, guidance, management and support to team, setting clear expectations for team members.
- Coach team members to build capability in policy analysis, consultation, and advocacy practice.
- Allocate work, manage priorities, and ensure deadlines are met.
- Foster a collaborative, inclusive, and high-performing team culture.

Other

- Work collaboratively with colleagues across all of the Engineering New Zealand teams.
- Embody the Engineering New Zealand values of being integrity, service, mahi tahi (cooperation) and bravery.
- 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

Essential

- A bachelor's degree in public policy, engineering or a related field (a postgraduate qualification would be advantageous).
- At least 7 years of experience in policy development, advocacy or a related role, preferably in the engineering or infrastructure sector.
- Strong organisational skills, including the ability to manage pieces of work simultaneously and deliver results on time and within budget.
- Leadership and mentorship experience.
- Demonstrated knowledge of policy analysis methodologies, regulatory frameworks and government decision-making processes in New Zealand.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders and influence outcomes.
- Strategic thinking and analytical problem-solving abilities, with a track record of developing innovative solutions to complex challenges.
- A commitment to promoting diversity, equity, and inclusion in the engineering profession.

Desirable

- Experience working with membership organisations, professional bodies or NGOs.
- Familiarity with governance processes and working with boards or committees.
- Experience coordinating consultation processes or advocacy campaigns.

Requirements of the role | Ngā herenga

Competencies

- Collaborative and supportive leadership style.
- The ability to build and maintain relationships with a wide range of stakeholders and partners.
- Excellent written and oral communication skills.
- Critical thinking and analytical skills.
- Sound judgement and ability to manage competing priorities.
- High level of integrity and professionalism.
- Resilient and adaptable in a changing environment.
- 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.

Behavioural attributes

- Team player and natural collaborator.
- Fosters respect among peers, team members and external audiences.
- Self-starter.
- Pays attention to detail.
- Flexible and willing to pitch in with other team tasks.