POSITION DESCRIPTION
ENGINEERING PROJECT SUPPORT

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 Engineering Project Support role provides high-quality project, relationship and operational support to ensure Engineering New Zealand delivers valuable resources, programmes and services for members. Working closely with internal teams, technical experts and external stakeholders, this role supports the Engineering Practice manager in the delivery of existing and new projects, translates technical information into clear, accessible content, and contributes to continuous improvement across ways of working.

Key accountabilities | Takohanga tuhinga o mua

Project support and delivery

- Provide end-to-end support for existing projects, taking responsibility for progressing workstreams, coordinating inputs, and meeting agreed timelines.
- Confidently pick up established projects and manage them through to completion with minimal supervision.
- Track project milestones, risks and dependencies, and provide clear status updates and reporting.
- Identify opportunities to improve project processes, tools and ways of working.

Stakeholder and relationship management

- Build and maintain effective working relationships with key internal and external stakeholders, including technical experts.
- Act as a trusted point of contact for stakeholders involved in supported projects and initiatives.
- Work collaboratively with stakeholders to identify, develop and deliver resources that add value for members.

Technical content and communication

- Engage confidently with technical experts to facilitate the provision of guidance documents and supporting resources on complex engineering topics.

- Translate technical information into clear, plain-language content suitable for non-technical audiences.
- Prepare accurate, well-structured reports, summaries and written updates for a range of audiences.

Data, systems and AI capability

- Work confidently with spreadsheets to manage data, track progress and support reporting requirements.
- Have familiarity with the use of generative AI tools for everyday workflows.
- Apply sound judgement when using data and AI tools to support decision-making and efficiency.

Other

- Work collaboratively with colleagues across all the 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

- A qualification in engineering, or equivalent relevant experience.
- Minimum of 3 years of experience in engineering practice.
- Demonstrated experience managing timelines and deliverables.
- A solid understanding of engineering concepts and the ability to work effectively with technical professionals.
- Experience building and maintaining productive relationships with a range of stakeholders.
- Experience working with data and spreadsheets (e.g. Excel or similar tools) to support reporting and analysis.
- Experience working with AI tools (e.g. Copilot, ChatGPT, Claude or Gemini).

Requirements of the role | Ngā herenga

Competencies

- Highly developed written and verbal communication skills, with excellent command of spoken and written English.
- Strong organisational skills with the ability to prioritise work and manage multiple tasks effectively.
- Sound judgement and the ability to work autonomously while knowing when to seek input.
- Analytical thinking and attention to detail, particularly in reporting and data handling.
- Demonstrated ability to plan and organise work effectively, prioritising competing demands to meet deadlines.
- Proactive and solutions-focused, with the initiative to identify issues, recommend practical options, and see tasks through to completion.

Behavioural attributes

- Demonstrates a growth mindset, learning from experience and actively seeking to improve processes and outcomes.
- Confident, proactive and comfortable taking ownership of work.
- A proven team player who works collaboratively and supports colleagues.
- Resilient and able to perform effectively under time pressure.
- Flexible, adaptable and willing to pitch in where needed.
- Builds trust and credibility through respectful, professional interactions.