

POSITION DESCRIPTION

SCCP OPERATIONS ASSISTANT

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 SCCP | Mō SCCP

SCCP is a TechGroup of **Engineering New Zealand Te Ao Rangahau**,

The Society of Construction Contract Practitioners (SCCP) is a community of practitioners dedicated to *fostering contract administration excellence* across New Zealand's infrastructure and construction sectors - bringing together clients, contractors, consultants, subcontractors, lawyers and industry advisers who are involved in the practical delivery of construction contracts. Through recognition, professional development, and a strong peer network, SCCP supports contract practitioners to learn and lead with best practice for the benefit of the whole industry. SCCP also provides industry leadership and advocacy by developing guidance and resources, supporting role clarity, including administering the Independent Certifier Panel, and contributing expert insight to help shape better construction sector outcomes.

About the role | Kōrero mō te tūranga

The SCCP Operations Assistant will play a crucial role in supporting the management and operations of SCCP to serve its members and improve industry outcomes. The SCCP Operations Assistant role is employed by Engineering New Zealand Te Ao Rangahau and reports to the Engagement Manager, Technical Groups, who is the hiring manager responsible for performance, support, and day-to-day people leadership. The primary 'customer' for the services provided in this role is the SCCP Management Committee through its Chair and subcommittees - who set the operational priorities, workload, and delivery expectations. This means the role benefits from the sense of team, systems and support of Engineering NZ while working closely with SCCP leaders to progress their programme of work.

Reports to: Engagement Manager, Technical Groups

Direct Reports: Nil

Location: Wellington (or as agreed)

Key relationships:

Internal: Senior stakeholders and supporting committees, boards, Engagement Team

External: Volunteer-led groups

Key accountabilities | Takohanga tuhinga o mua

Administration support

- Direct support to the operating rhythm of the Management Committee (monthly) and Subcommittees (fortnightly), through coordinating and attending meetings, prepare and distribute agendas and reports.
- Monitor and manage the SCCP email account, facilitating responses to inquiries with support from relevant subcommittees.
- Maintain and update documents in the SCCP Teams/SharePoint group, including maintenance of membership and stakeholder databases.
- Maintain and update the SCCP.nz website, with technical assistance from Engineering NZ.
- Moderate and administer content within the Members Area Forum, with input from the SCCP Technical Subcommittee as appropriate.
- Monitor and post updates to the SCCP LinkedIn page, with input from the Events & Communications subcommittee.
- Regularly liaise with Engineering NZ and their TechGroups team, utilising their support and expertise.
- Assist with branding and marketing initiatives to promote SCCP and its services.
- Assist the Chair and Treasurer with secretariat duties relating to the ongoing operation of the society.

Membership subcommittee support

- Support the Membership Subcommittee chair to administer all member application processes and maintain the member database.
- Assist the Membership Subcommittee with the overall management and maintenance of the Independent Certifier (EtC) Panel, in line with the membership and panel development objectives.
- Process Independent Certifier (EtC) Panel membership applications, including organising interviews, undertaking reference checking where appropriate, under the direction of the Membership Subcommittee.
- Support the development of policies, procedures and guidance documents relating to Panel membership.
- Maintain the register of Independent Certifier (EtC) Panel Members on website and internal databases.

Event and communications subcommittee support

- Support the Event and Communications Subcommittee Chair to plan subcommittee meetings (including preparing agendas and compiling meeting papers and reports) and to deliver the SCCP Event Strategy and its event products: SCCP IC Connect, SCCP Engage, and SCCP Inform.
- Assist the subcommittee to schedule and organise events (primarily online, with occasional in person activities), including event setup through Engineering New Zealand TechGroup team and platforms as required.
- Regularly liaise with Engineering New Zealand and their TechGroups team, utilising their tools, support, and expertise to enable effective delivery and promotion of SCCP events.
- Facilitate communication between IC Panel members, the Management Committee, and other stakeholders.

- Support the subcommittee with the development and distribution of newsletters and other communications to members, and assist in coordinating public-facing webinars and member online discussions that align with SCCP’s communications and engagement objectives.
- Provide general event and administrative support, including booking venues, catering, travel and accommodation, managing meeting logistics, responding to member enquiries, and supporting administrative needs across SCCP technical groups.

Technical subcommittee support

- Support the Technical Subcommittee Chair to organise and schedule subcommittee meetings, including preparing agendas and compiling meeting papers and reports.
- Support maintenance of technical documents and policies in the SCCP Teams/SharePoint group.
- Work with the technical subcommittee to update and moderate content in the Members Area Forum and support the dissemination of technical information and policies to SCCP members via email and website updates.
- Assist the Technical Subcommittee with the preparation and distribution of technical resources and educational materials, and with coordinating technical webinars and workshops that align with the SCCP Event Strategy.
- Assist the Technical Subcommittee to gather and organise member feedback on technical matters, and to prepare reports and presentations on SCCP’s technical positions for industry events and publications.
- Support the administration and operation of SCCP’s technical knowledge platforms, including the SCCP Technical Library and IC Panel “Conversation” forum within MS Teams, by triaging and tracking content nominations, coordinating reviews with the Technical Subcommittee, maintaining records and content status, uploading approved material, managing member correspondence, retaining required archives, and supporting periodic reviews of content.

Other

- Work collaboratively with colleagues across all of 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

- Proven experience (2 years or more) in a similar administration, coordination, or operations support role; a relevant business administration qualification is desirable but not essential.
- Strong organisational and administrative skills, with excellent attention to detail and the ability to keep multiple workstreams moving.
- Excellent communication skills, both written and verbal with the confidence to communicate professionally with members, volunteers, and senior stakeholders.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook, Teams and Sharepoint).
- Experience building effective working relationships with senior stakeholders and supporting committees, boards, or volunteer-led groups.
- Knowledge of the construction industry and familiarity with NZS 3910 is helpful but not essential.

Requirements of the role | Ngā herenga

Competencies

- Customer service-oriented with the ability to work with a wide range of people.
- Ability to work independently, use sound judgement, and manage time effectively.
- Resilient and able to work under pressure.
- Flexible and willing to pitch in where needed.

- Fosters respect among peers, team members, committee members, and external audiences.
- Well-organised and able to prioritise work effectively.

Behavioural attributes

- Proactive and dependable, with the initiative to follow through tasks and keep others informed.
- Comfortable working in a small, fast-moving environment with competing priorities.
- Resilient and able to juggle multiple tasks and issues at once.
- Demonstrates care, professionalism, and respect for others.
- Confident working with volunteer leaders and able to build trust quickly.