

POSITION DESCRIPTION

ENGINEERING NEW ZEALAND'S ENGINEERING PRACTICE COORDINATOR (0.5 FTE)

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

This part-time role (18.75 hours per week) combines support for our forward-thinking AI initiative with general coordination for the Engineering Practice Team. The position involves approximately 8-10 hours per week dedicated to AI-related tasks, with the remaining time focused on broader engineering practice support and coordination.

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

AI Initiative Support (8-10 hours per week):

- Prepare agendas and minutes for monthly AI Advisory Committee meetings using AI tools.
- Draft monthly AI Member newsletter based on committee discussions.
- Coordinate AI-related activities outlined in our comprehensive Work Programme.
- Engage with stakeholders to collect and disseminate AI-related information.
- Support specific tasks on the Engineering and AI Work Programme, including:
 - Raising Awareness (e.g., developing a list of common AI tools for engineers, organizing webinars)

- Education & Training (e.g., assisting with generative AI training, researching AI training in NZ engineering schools)
- Ethical Guidelines (e.g., engaging with experts on AI ethics)
- Innovation & Partnerships (e.g., collaborating with national groups on current AI activities)

General Engineering Practice Coordination (8-10 hours per week):

- Support the Natural Disaster Recovery Panel, including organizing meetings and managing documentation.
- Assist with Engineering Practice Projects, including stakeholder liaison and coordination.
- Organize meetings and arrange travel for team members and stakeholders.
- Take minutes for various engineering practice meetings and panels.
- Set up and maintain files and documentation for engineering practice initiatives.
- Prepare draft reports and review reports for various engineering practice activities.
- Provide administrative support to the Engineering Practice Team as needed.

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

- A minimum of 5 years administration experience.
- Experience with AI tools.
- Strong organizational and communication skills.
- Ability to work independently and meet deadlines.
- General coordination in a professional setting.
- Strong proofreading skills.
- Familiarity with the engineering community (preferred).

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

Competencies

- Highly-developed communication skills, verbal as well as written.
- Well-organised and able to prioritise work effectively.
- Adaptable and quick to learn new processes and technologies.

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.
- Proactive in identifying and addressing potential issues or opportunities.