ENGINEERING NEW ZEALAND

POSITION DESCRIPTION
SENIOR LEARNING COORDINATOR

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

To ensure successful development, promotion, and delivery of professional development activities and support the Learning Partnerships Team.

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

Scheduling
• Support the Learning Partnership team, Engineering New Zealand presenters, and Third parties to schedule and improve professional development activities.
• Resolve any scheduling issues and escalate urgent actions to the appropriate Learning Partnerships team member.

Marketing and Promotion
• Upload and publish professional development activity outlines to the Engineering New Zealand website.
• Provide support to identify promotion opportunities and develop professional development promotional campaigns.

Development and Delivery
• Provide support to ensure all activity is developed and delivered in accordance with the quality
• Schedule all learning activity requirements including venues, catering, and flights, including the preparation of workbooks and online classroom components.
• Manage the onsite logistics for any locally hosted activities.
• Host online courses as required including the support of online presenters/customers with any technical difficulties that arise.
• Administrate online evaluation forms and prepare summary reports.
• Support the team in sourcing and confirm venues and suppliers and be the main supplier liaison.
• Facilitate the payment of all invoices with adherence to organisational finance policies and process.

Member and client Services
• Manage the Learn inbox replying to all queries in a timely manner or escalating as may be required.
• Provide internal client services support as required at onsite events.
• Provide occasional reception relief.
• Provide occasional logistic scheduling and hosting support for other internal teams.

Systems administration
• Work with the Senior Learning Advisor - Programmes to resolve any issues with the Learning Management System (LMS).

Reporting
• Keep the financial accruals spreadsheet up to date.
• Run systems reports as required.

Stakeholder Engagement
• Support the Learning Advisor to develop and maintain relationships with colleagues, presenters, suppliers, key industry representatives and other stakeholders, including Engineering New Zealand members.
• Support the Learning Advisor to resolve member queries.

General coordination
• Support the team with general coordination needs for core activity and projects as required.

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 PUKENGĀ ME NGĀ WHEAKO E HIAHIATIA ANA
• Experience in a similar event or senior coordinator position.
• Coordination and administration with the ability to work across multiple deliverables.
• External supplier and contractor liaison.
• Proficiency with financial and document management software.
• Technical proficiency with the ability to use a range of systems to achieve results.
REQUIREMENTS OF THE ROLE | NGĀ HERENGA

- Stakeholder engagement skills with the ability to influence and build trust and confidence.
- Results focused, with the ability to prioritise, pay attention to detail and act with urgency.
- Creative thinker with a can-do attitude.
- Friendly and positive team member who works well with others to get the best outcomes.