



POSITION DESCRIPTION

PROFESSIONAL DEVELOPMENT ADVISOR

PRIMARY PURPOSE

To oversee the scheduling, promotion and delivery of professional development activities while contributing to the development of new activities.

ABOUT US

Engineering New Zealand is the professional home for all engineers in New Zealand.

Our goal is to bring engineering to life, so our members can engineer better lives for New Zealanders. We do this by creating greater connection within the industry and across society, greater recognition for the key role that engineers play in making our country an amazing place to live and generating influence, so the engineering voice is heard on issues that matter to us all. All of this is aimed at building credibility so New Zealanders have confidence and trust in the work that engineers do.

KEY ACCOUNTABILITIES

Scheduling

- Work with the professional development team to schedule professional development activities on a quarterly and ad hoc basis
- Oversee the schedule in line with the budget and key activity timelines and support the professional development coordinator to identify urgent actions

Marketing and Promotion

- Draft content for the fortnightly professional development campaign and all other relevant campaigns
- Repurpose learning specifications into promotional outlines
- Recommend alternative marketing channels and targeted campaigns to reach a broader audience
- Maintain the professional development pages on the website and event management system

Development and Delivery

- Work with the Senior Learning Advisor to ensure all activity is developed and delivered in accordance with the quality standards and checklists
- Oversee event logistics and make continuous improvement recommendations for all face to face and online courses to ensure a positive participant experience
- Support the Professional Development Manager to deliver the in-house learning consultancy service
- Support the Professional Development Coordinator to negotiate preferential rates with suppliers
- Host online courses as required to support online presenters with any technical difficulties that arise

Evaluation and Reporting

- Oversee the evaluation process including analysis of key trends, recommendations for improvement and debriefing with presenters as required
- Manage the quarterly report process and prepare ad hoc reports and analysis as required

Stakeholder Engagement

- Develop and maintain relationships with colleagues, presenters, suppliers, key industry representatives and other stakeholders including Engineering New Zealand members
- Support the Professional Development Coordinator to resolve member queries

Other

- Embody the organisational values of being connected, credible, colourful and people centred
- Ensure adherence to all relevant policies and procedures
- Ensure good practice with health, safety and wellbeing for yourself and your colleagues

TYPICAL EXPERIENCE

- Experience in a similar event or learning management position is desirable
- Ability to write for a range of mediums including promotional material
- Experience working with and adhering to budgets
- Project coordination and management experience with the ability to prioritise, adapt and influence action from others
- External supplier and contractor liaison
- Technical proficiency with the ability to quickly pick up new systems

CRITICAL COMPETENCIES AND BEHAVIOURS

- 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