



engineering
new zealand
Institute of Engineering Professionals

POSITION DESCRIPTION

COMPETENCE ASSESSMENT TEAM LEADER (DEPUTY REGISTRAR)

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 22,000 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

Reporting to the Registrar, this position leads the Competence Assessment team to assure the service delivery of the assessment processes and procedures are followed and are fit for purpose. The role will provide day to day management in the assessment team, establish and maintain clear service delivery standards and manage the implementation of process changes as part of a focus on continuous improvement.

This role also contributes to supporting and encouraging the competence assessment advisors and all engineers, Emerging Professionals and Members in particular, to gain recognition through the Engineering New Zealand Te Ao Rangahau competence assessment process.

THE TEAM | TIMA

The Competence Assessment team contributes to ensuring the screening of applications and reassessment material before progression to an assessment panel. Competence assessment is a key part of our value proposition of CPEng as a credible mark of quality.

The Competence Assessment team is part of a wider Regulation team which includes the Legal Team.

Direct reports:

- Senior Competence Assessment Advisor
- Competence Assessment Advisor x 4-5.

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

Team Leadership & Management

- Creates strong morale, motivates, and develops direct reports and team members through coaching, feedback, and alignment of career development goals with organisational objectives.
- Empowers team members, invites input, fosters collaboration, shares ownership and accountability and celebrates success.
- Able to effectively delegate tasks and work priorities and coordinate direct reports to achieve the team's objectives.

Operations Management

- Operational management of the competence assessment process to ensure process efficiency and the delivery of assessment services in line with clearly defined service standards.
- Ongoing operational quality assurance work.
- Oversight of projects to standardize the process and guidance available to make it clear and intuitive for applicants.
- Process change management within the Team to embed implementation of updated processes.
- Identifies, manages, and monitors current and potential risks to service delivery.
- Able to use reporting to manage the capacity of the team and Lead Assessors to ensure efficient processing of applications.

Other

- Embodies the organisational values of being connected, credible, colourful, and people-centred.
- Works collaboratively with colleagues across all the Engineering New Zealand teams.
- Provides support and understanding of Engineering New Zealand assessment processes to colleagues.
- Ensures adherence to all relevant Engineering New Zealand Te Ao Rangahau policies and procedures.
- Demonstrates a commitment to Health, Safety and Wellbeing, Diversity and Inclusion and Te Ao Māori.
- Participates in other tasks, projects and activities as required.

SKILLS AND EXPERIENCE REQUIRED | NGĀ PUKENGA ME NGĀ WHEAKO E HIAHIATIA ANA

- Experience leading and managing teams to meet objectives.
- Experience using Salesforce for reporting and business analysis.
- Some project oversight experience.
- Experience managing a service delivery function.
- Shows resilience in the face of changing priorities.
- Demonstrated experience in a similar role including a sound understanding of the principles of competence assessment and regulatory frameworks.
- Budget and financial management including scheduling, forecasting, and tracking.
- Understanding of the regulatory environment.

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

- Proven leadership skills.
- Ability to organise, prioritise and plan work to deadlines combined with the ability to display balanced initiative and forward planning within resources.
- Resilient and have ability to meet deadlines and achieve targets and implement contingency plans where necessary.
- Self-motivated and able to work without direction, utilising alternative approaches when necessary.
- Effective interpersonal skills, including communication, negotiation, influencing and conflict resolution skills.
- Fosters respect among peers, team members and external audiences.
- Strong judgement and decision-making skills and the ability to use these skills effectively under pressure.
- A familiarity with the Microsoft suite including Word, Excel, PowerPoint, and Outlook; and the ability to pick up new computer programs as required.
- Experience working with Salesforce would be an advantage.
- A team person who helps others achieve their goals and shares information.