



**engineering**  
**new zealand**  
te ao rangahau

# **POSITION DESCRIPTION**

## **EXECUTIVE OFFICER/QA OFFICER**

### **(VEE.NZ)**

#### **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**

Vocational Engineering Education New Zealand (VEE.NZ) provides strategic oversight of the unified system of vocational engineering qualifications in New Zealand. VEE.NZ contracts Engineering New Zealand to provide strategic and operational support for its activities.

Reporting to the General Manager, Global and working with the VEE.NZ Board, this is a hands-on role with the scope to influence engineering technician and technologist education in New Zealand.

Recognising and responding to an extended period of change and uncertainty in the vocational education sector, the VEE.NZ Board has recently completed a review of its strategic plans and priorities. The Role holder will play a key role in realising the Board's updated strategy and assuring standards of vocational engineering in NZ.

## KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

Key accountabilities for the role relate to managing the development and delivery of the VEE.NZ's strategy and the operation of important quality assurance processes that underpin national vocational engineering qualifications in New Zealand.

Specific strategic deliverables include:

### Stakeholder engagement

- Strengthening stakeholder relationships and partnerships, with a particular focus on enhancing industry collaboration with VEE.NZ

### Business planning

- Development and implementation of annual business plans to deliver to VEE.NZ's implementation of VEE.NZ's strategy.

### Financial planning & Management

- Establish and maintain the sustainable long-term financial viability of VEE.NZ
- Operational deliverables include:
- Annual budget oversight in conjunction with the Engineering New Zealand Finance Team

### Reporting

- Regular performance and financial performance reporting to the VEE.NZ Board
- Prepare annual reporting to VEE.NZ
- Meet all reporting and compliance requirement from government agencies, including TEC and NZQA

### Board/Committee Support

- provide secretariat support to the VEE.NZ Board, and Committees

### Compliance and Quality Assurance

Maintain a robust quality assurance framework to maintain trust and confidence in the VEE.NZ's engineering education programmes. This includes:

- Managing the setting and distribution of national examinations
- Managing an annual programme of moderation with oversight from the QA Committee
- Maintaining VEE.NZ's membership records, including up to date listings of tutors and key provider contacts
- Managing the collection and collation of data on student and graduate numbers
- Regular reporting and the provision of Secretariat support to the VEE.NZ's Quality Assurance and Operations Committees.

### 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 PUKENGA ME NGĀ WHEAKO E HIAHIATIA ANA**

- A tertiary qualification in engineering, management or project management or proven equivalent experience.
- 2 years experience working with and providing strategic advice to executive Boards or equivalent leadership or decision making bodies
- Knowledge and experience of the vocational education sector and associated quality assurance processes, ideally in an engineering context
- Strong stakeholder engagement skills to further strategic goals.
- Strong influencing skills - strong personal networks within the sector would be an advantage
- Proven ability to detailed reports for a range of audiences
- Budget holder accountability for a team or organisation
- Strong team player with excellent interpersonal skills.

## **REQUIREMENTS OF THE ROLE | NGĀ HERENGA**

- Self starter with hands-on attitude to work
- Highly-developed communication skills, verbal as well as written
- Well-organised and able to prioritise work effectively
- A willingness to work collaboratively with colleagues across the VEE.NZ delivery network and within 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.

### **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