



engineering  
new zealand  
te ao rangahau

# POSITION DESCRIPTION

## LEARNING PARTNERSHIPS MANAGER

### 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

The **Learning Partnerships Manager** leads Engineering New Zealand's efforts to deliver high-quality continuing professional development (CPD) activities that are valued by members and related audiences. This role oversees the Learning Partnerships team, which delivers predominantly fee-based professional development services while offering some complimentary courses to enhance accessibility for members, employers, and external stakeholders.

Reporting to the General Manager - Membership Services, this role works collaboratively across the organisation to ensure that learning programs and projects deliver significant value for members and stakeholders. The manager drives strategic planning, identifies opportunities for continuous improvement, and builds strong external partnerships to expand CPD offerings and reach a broader audience.

## KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

This role reports to the General Manager - Membership Services and manages a team of 5, with 4 direct reports.

### Team Leadership & Management

- Create a strong team culture, motivating and developing team members through coaching, feedback, and alignment of career development goals with organisational objectives.
- Empower team members by fostering collaboration, sharing ownership and accountability, and celebrating successes.
- Delegate tasks effectively and coordinate work priorities to ensure the team achieves its objectives.

### Professional Development Program Strategic Management

- Oversee the planning, development, and delivery of high-quality learning activities that are valued by members, employers, and external stakeholders.
- Identify opportunities for continuous improvement in learning activity design and delivery to enhance uptake and value.
- Develop an annual business plan and budget aligned with organisational strategy to ensure CPD activities meet or exceed financial targets.
- Collaborate with partners to expand access to the Learning Partnerships portfolio and utilise external resources to generate increased revenue and accessibility.
- Contribute to the development and implementation of promotional activities to reach a broader range of members and generate increased registrations.
- Build strong relationships with stakeholders to expand the professional development portfolio and ensure effective delivery of learning activities.
- Negotiate and formalise contracts and agreements with various stakeholders.

### Strategic Project Leadership and Management

- Provide leadership and project management for the Learning and Event Management System (LEMS) project, ensuring successful delivery.
- Keep the senior leadership team and board informed of LEMS project progress and other projects related to the annual business plan.
- Monitor and manage risks associated with project delivery, ensuring alignment with organisational priorities.
- Maintain project budgets in collaboration with senior management and the finance team.

### Inclusivity & Diversity

- Demonstrate a deep understanding and respect for New Zealand's cultural diversity, championing inclusivity and embodying organisational values in all interactions.
- Foster an environment where diverse voices are heard, respected, and valued, making sure all stakeholders feel welcome and included.

## **Other**

- Embodies the organisational values of integrity, mahi tahi, service and bravery.
- Ensures adherence to all relevant Engineering New Zealand policies and procedures.
- Demonstrates a commitment to Health, Safety and Wellbeing, Diversity and Inclusion and Te Ao Māori.

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

### **Skills and Experience**

- A minimum of 10 years' experience in adult learning, including a sound understanding of learning principles, pedagogy, and professional development frameworks.
- Demonstrated expertise in designing, developing, and delivering effective learning activities tailored to diverse audiences, with a focus on engagement and outcomes.
- Proven expertise in managing a team, including the ability to create high-performing, resilient teams aligned with organisational objectives.
- Demonstrated success in running a commercial learning service or similar user-pays model, with a focus on revenue generation and financial management.
- Significant project management experience, particularly in managing large, complex, cross-functional projects.
- Strong expertise in budget and financial management, including scheduling, forecasting, and tracking.
- Relevant tertiary qualification in education, adult learning, or a related field.

### **General Skills/Experience**

- Ability to organise, prioritise, and plan work to meet deadlines while demonstrating forward planning within resource constraints.
- Commercial awareness with the ability to understand industry and market needs for CPD offerings.
- Self-motivated and adaptable, capable of utilising alternative approaches when necessary.
- Effective interpersonal skills, including communication, negotiation, influencing, and conflict resolution.

### **Personality/Attitude**

- Resilient and able to perform effectively under pressure.
- Passionate about delivering high-quality learning experiences and advancing the engineering profession.
- Innovative and proactive problem-solver who seeks continuous improvement.
- Committed to inclusivity, diversity, and the principles of Te Tiriti o Waitangi, ensuring all stakeholders feel valued and respected.