

POSITION DESCRIPTION

SCCP OPERATIONS ASSISTANT

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.

The Society of Construction Contract Practitioners (SCCP) is dedicated to fostering contract administration excellence in the infrastructure and construction sectors. SCCP provides value to members from client, contractor, consultant and industry advisor organisations involved in the practical execution of construction contracts in New Zealand. Our mission is to collectively upskill practitioners involved in the initiation and execution of construction contracts and partnerships, ultimately improving construction sector outcomes, productivity, safety, sustainability, and prosperity.

SCCP is a TechGroup of Engineering New Zealand Te Ao Rangahau.

ABOUT THE ROLE | KŌRERO MŌ TE TŪRANGA

The SCCP Operations Assistant will play a crucial role in supporting the management and operations of SCCP in its aspiration to serve its members and improve industry outcomes. Working remotely on a part-time basis, this position is responsible for a wide range of administrative and operational tasks, requires confident organisational skills, attention to detail, and the ability to work independently while collaborating effectively with various stakeholders.

This SCCP Operations Assistant role reports to the Engagement Manager, Technical Groups and provides operational support to the Management Committee and its three subcommittees (Events & Communications, Membership, and Technical).

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

Administration support

- Direct support to the operating rhythm of the Management Committee and Subcommittees, through coordinating and attending meetings, prepare and distribute agendas and reports.
- Monitor and manage the SCCP email account, facilitating responses to inquiries with support from relevant subcommittees.
- Maintain and update documents in the SCCP Teams/SharePoint group, including maintenance of membership and stakeholder databases.
- Maintain and update the SCCP.nz website, with technical assistance from Engineering NZ.
- Moderate and contribute content to the Members Area Forum, with input from the SCCP Technical Subcommittee as appropriate.
- Monitor and post updates to the SCCP LinkedIn page, with support from relevant subcommittees as appropriate.
- Regularly liaise with Engineering NZ and their TechGroups team, utilizing their support and expertise.
- Assist with branding and marketing initiatives to promote SCCP and its services.
- Assist the Chair and Treasurer with secretariat duties relating to the ongoing operation of the society.

Membership subcommittee support

- Support the Membership subcommittee chair to administer all member application processes and maintain member database.
- Assist with the overall management of the Independent Certifier (EtC) Panel.
- Process Independent Certifier (EtC) Panel membership applications, including organising interviews reference checking, under the direction of the Membership Subcommittee.
- Support the development of policies and procedures relating Panel membership.
- Maintain the register of Independent Certifier (EtC) Panel Members.

Event and communications subcommittee support

- Assist the Event & Communications subcommittee chair with event organization, working with the Engineering NZ TechGroup to support the SCCP Event Strategy and its three event products: SCCP Connect, SCCP Engage, and SCCP Inform.
- Events are primarily hosted online events to serve distributed nation-wide membership, with occasional (rare) in person events.
- Regularly liaise with Engineering NZ and their TechGroups team, utilizing their support and expertise.
- Facilitate communication between Panel members, the Management Committee, and other stakeholders.
- Support the development and distribution of newsletters and other communications to members.
- Assist in coordinating public-facing webinars and member online discussions.

Technical subcommittee support

- Assist in organizing and scheduling technical subcommittee meetings, preparing agendas, and compiling reports.
- Maintain and update technical documents and policies in the SCCP Teams/SharePoint group.
- Coordinate with the technical subcommittee to update and moderate content in the Members Area Forum related to technical matters.
- Support the dissemination of technical information and policies to SCCP members through email communications and website updates.
- Assist in the preparation and distribution of technical resources and educational materials developed by the subcommittee.
- Help coordinate technical webinars and workshops as part of the SCCP Event Strategy.
- Maintain a database of key technical issues and SCCP positions for advocacy purposes.
- Liaise with relevant industry stakeholders on behalf of the technical subcommittee, as directed.
- Assist in gathering and organizing feedback from members on technical matters to inform policy development.
- Support the technical subcommittee in preparing reports and presentations on SCCP's technical positions for industry events and publications.

General event & administrative support

- Assisting with booking of venues, catering, travel and accommodation.
- Manage meeting logistics, including catering, travel, and accommodation.
- Responding to member enquiries.
- Provide general administrative support to technical groups

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

- Relevant business administration qualification and/or proven experience (2-3 years) in a similar role.
- Strong organizational and administrative skills with attention to detail.
- Excellent communication skills, both written and verbal.

- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook, Teams and Sharepoint).
- Experience in managing relationships with senior stakeholders.
- Knowledge of the construction industry and familiarity with NZS 3910 is helpful but not essential.

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

Competencies

- Customer service-oriented with the ability to work with a wide range of people.
- Ability to work independently and manage time effectively.
- Resilient and able to work under pressure.
- Flexible and willing to pitch in where needed.
- Fosters respect among peers, team members, and external audiences.
- Highly-developed communication skills, verbal as well as written.
- Well-organised and able to prioritise work effectively.

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.