



POSITION DESCRIPTION

- 1. POSITION TITLE:** National Assessor
- 2. JOB CLASSIFICATION:** 3
- 3. WORK UNIT:** Stage 2 Assessments
- 4. RESPONSIBLE TO:** National Manager, Stage 2 Assessments
- 5. LOCATION:** Adelaide / Brisbane / Sydney / Melbourne / Perth / Canberra

6. PURPOSE:

Engineers Australia is recognised as the authority for the accreditation and registration of Professional Engineers, Engineering Technologists and Engineering Associates. It publishes National Competency Standards which provide the benchmark for industry based competency assessment for Chartered status. The assessment system matches world best practice and has facilitated recognition of Engineers Australia members overseas.

National Assessors at Engineers Australia use the National Competency Based Assessment System for evaluating the suitability of candidates applying to become Chartered Members. Under this system, applicants provide evidence of their professional competencies and then attend a Professional Interview before an Assessment Panel normally comprising one or two interviewers plus a National Assessor.

7. DUTIES

The duties and responsibilities of this position includes:

- Undertake assessments of candidates applying to become Chartered Members of Engineers Australia in the three occupational categories of; Professional Engineer, Engineering Technologist and Engineering Associate.

- Participate on interview assessment panels; evaluate candidates' abilities across competency indicators, provide advice on competency assessment to the other panel members and ensure that an appropriate evaluation of the candidate's competency is made on the basis of recognised competency indicators.
- Following assessment, undertake post-interview activities such as reporting, counselling and appeals.
- Lead Chartered Membership workshops and information seminars as well as training other suitably qualified staff, Members and volunteers to carry out those tasks.
- Work to progressively improve the recognition extended to Engineers Australia Members in a manner consistent with its objectives.
- Provide information and comment on the assessment and other processes for which they are responsible.
- Undertake other duties related to the assessment process. For example; Stage 3 and Engineering Executive Assessments.
- Contribute to and promote the development of the profession through active participation in the community.
- Other duties as required.

8. WORK HEALTH & SAFETY (WHS) OBLIGATIONS

As a worker for Engineers Australia, you must:

- Take reasonable care for your own health and safety in the workplace.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace.
- Cooperate with your employer about matters of health and safety.
- Comply with any reasonable instruction and cooperate with Engineers Australia's WHS policies and procedures.
- Familiarise the broad meaning of 'workplace' in health and safety legislation and Engineers Australia WHS policies and procedures.

9. COMMUNICATION AND RELATIONSHIPS

- Accredited National Assessors are engaged as National employees, responsible to the National Manager, Stage 2 Assessment.
- National Assessors are generally located in Division offices to provide more effective contact with members, and must be able to work autonomously. Accordingly, a good working relationship with local Division employees is important.

- Assessors must be able to relate comfortably to all levels of management in the engineering industry, and be confident in interviewing techniques.
- Assessors must be able to develop effective working relationships with a range of stakeholders with ease.

10. EXPECTED BEHAVIOURS

Stakeholder Focus	<ul style="list-style-type: none">• Actively seeks to build relationships by taking the opportunity to build rapport and understand stakeholder needs.• Listens, identifies and provides advice to internal and external stakeholders that adds value and creates solutions to help them address stakeholder needs.• Acts as a role model for positive working relationships by involving others and drawing on team strengths.
Change Agent	<ul style="list-style-type: none">• Promotes and endorses change efforts.• Draws upon a range of sources to implement new ideas and solutions.• Determines course of action despite a lack of clarity.
Effective Collaborator	<ul style="list-style-type: none">• Communicates in meetings with confidence.• Actively listens to and actively explores others views and perspectives
Delivers Excellence	<ul style="list-style-type: none">• Consistently delivers projects on time, on budget and to desired quality.• Project lead, drawing on resources and skills to manage workload.• Monitors progress and gains buy-in to the project.• Contributes to the development of work plans and team goals.

11. SELECTION CRITERIA

The selection criteria for this role is as follows:

- Professional engineering degree or a qualification deemed by Engineers Australia to be equivalent.
- Extensive experience in at least one field of professional engineering practice with a sound knowledge of a wide range of engineering disciplines. Preferably with at least 15 to 20 years engineering experience in one of the general areas of practise.

- Hold and maintain Chartered Membership status with Engineers Australia.
- Have a solid understanding of the three Engineering occupation categories: Engineering Associates, Engineering Technologists and Engineering Professionals.
- Have a demonstrated capacity to work autonomously with limited supervision.
- Highly developed analytical skills with the capacity to assess applications and make objective decisions.
- Experience with and/or confidence in face to face interviewing techniques.
- Outstanding professional-level verbal and written communication skills.
- Sensitivity to cross-cultural differences with a proven ability to liaise both professionally and effectively with a broad range of internal and external stakeholders.
- Sound knowledge of information and document management systems would be beneficial.
- Have sound computer skills.