



ENGINEERS
AUSTRALIA

POSITION DESCRIPTION

1. **POSITION TITLE** **General Manager, Victoria**
2. **WORK UNIT** **Victoria Office**
3. **RESPONSIBLE TO** **Executive General Manager, Member Services**
4. **LOCATION** **Melbourne**
5. **PURPOSE**

The General Manager is primarily responsible for leading the development of influential relationships, delivering commercially-viable services to the three key stakeholders being Members, the profession and the community and express EA's voice locally.

6. **DUTIES**

- Operate as an ambassador for Engineers Australia and the profession, and foster relevant partnerships with industry, government, the news media, other professional associations and the community.
- Participate in national strategic and financial planning. Produce and implement Business Plan, Operational Plan, and budget. Produce regular management reports as required.
- Build the reputation of Engineers Australia and the membership of the Division.
- Ensure that staff and volunteers focus Division activities in the context of the Engineers Australia Business and Operational plans and within budget.
- Facilitate conversations and constructively contribute to cross divisional and interdepartmental meetings and projects. Once group decision is made, actively support and take ownership of that decision. Build consensus by communicating to Division staff and office bearers.
- Work closely with the Division Committee, providing high level support and advice on the implementation of the Division's goals and strategic directions within the Engineers Australia Strategic and Operational Plans. Actively own the organisational viewpoint and communicate with influence.
- Effectively lead and motivate staff to deliver to agreed performance measures.
- Set performance expectations of division staff and provide ongoing feedback. Effectively provide staff with professional development to support organisational and career objectives.
- Promote engineering and the Division, through attendance at events, marketing and promotional campaigns, including a calendar of major events.
- Deliver quality cost-neutral or profitable events supported by corporate sponsorship.
- Ensure the effective financial management of the Division's resources.
- Develop policy proposals on current and emerging issues of relevance to engineering for consideration by the Division Committee.

- Provide representation on behalf of Engineers Australia on Boards and Committees.
- Oversee the management and logistics of professional development and education programs for members.
- Other duties as required.

7. WORK HEALTH AND SAFETY (WHS) OBLIGATIONS

As a member of the Engineers Australia Senior Management Team, you will actively participate in the making of decisions and have the capacity to affect a substantial part of Engineers Australia's business operations. Given this high level of responsibility, you are classified as an 'Officer' under current Health and Safety legislation in all jurisdictions.

It is the responsibility of all Officers to have a positive duty of due diligence and have an up to date knowledge of WHS. An Officer must be able to demonstrate that they have positively complied with their obligations. This duty is continuous and must be exercised at all times.

Under current health and safety legislation, Officers have the following obligations:

- Proactively identify and address major health and safety hazards in the business group.
- Apply controls that prevent each hazard from posing a risk to health and safety and ensure adequate resources are in place to deliver.
- Be aware of the level of risk associated with each hazard and understand what they mean in terms of the Officer's obligations to respond.

8. COMMUNICATION AND RELATIONSHIPS

- The position works closely with the Chief Executive Officer and the Executive Team and staff.
- The position will liaise with the National President, Board Members and Chairs of various local, and national committees, groups and Members.
- Fosters positive relationships with and provides support to volunteer office bearers such as the Division President, Division Committee members, Chairs of various panels, societies, other groups and Members.
- Fosters positive relationships with sponsors, government agencies, other professional associations, legal counsel, key contractors and suppliers as well as senior executives in other organisations.

9. EXPECTED BEHAVIOURS

Stakeholder Focus	<ul style="list-style-type: none"> • Implements value-add solutions based on internal and external stakeholder feedback. • Initiates contact and builds strong long term internal and external stakeholder relationships.
Change Agent	<ul style="list-style-type: none"> • Actively contributes to the design of change process within area. • Energise others towards change. • Provide learning opportunities to support innovative thinking.
Effective Collaborator	<ul style="list-style-type: none"> • Engages and leads conversations at meetings with confidence and impact. • Consults with key stakeholders to gain their opinions. • Builds on others views and perspectives.
Delivers Excellence	<ul style="list-style-type: none"> • Manages multiple or high level projects that have strategic importance to the organisation. • Recognises risks to success, take steps to mitigate or correct risks. • Consider bigger picture in order to anticipate likely impacts on own work and team. • Actively seeks excellence in others. • Takes strategic plans, translates to operational plan and oversee implementation.

11. SELECTION CRITERIA

- Relevant management experience with a proven record of achievement. Sound commercial and financial skills with an appreciation of governance issues.
- Demonstrated experience in promoting an environment which fosters the introduction of new and innovative ideas and practices
- A demonstrated background in contributing to shaping and championing an organisation’s vision and goals and creating a shared understanding of what has to be achieved.
- Demonstrated ability to establish collaborative and productive work arrangements with various stakeholders.
- Excellent people management and leadership skills with a proven record in establishing a successful team-based work environment that enables people to develop their full potential.
- A reputation for high quality service delivery to customers and stakeholders and the provision of sound policy or strategic advice in a complex environment.
- An appreciation and understanding of the practice of engineering, the challenges and opportunities facing the profession and a commitment to its continued development.

- High level verbal and written communication skills.
- Experience in the marketing and staging of major events and/or in the conduct of marketing campaigns.
- High level negotiation and influencing skills with the capability to credibly represent the Organisation.
- Tertiary qualifications are highly desirable.