**Position description**

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| **POSITION TITLE:** | Group Engagement Officer |
| **WORK UNIT:** | Victoria Division |
| **RESPONSIBLE TO:** | General Manager, Victoria Division |
| **LOCATION:** | Melbourne |
| **PURPOSE:** | The Group Engagement Officer is primarily responsible for providing support and guidance to our professional volunteer groups and to ensure that their activities and events are effectively developed and implemented in line with Engineers Australia’s strategic plan. |

## Duties

**EVENT CO-ORDINATION**

* Assist with the management and administration of nominated EA group events, including:
  + committee liaison
  + venue/sponsor/supplier liaison.
  + developing copy for EDM communications and event web page
  + speaker liaison
  + production and printing of collateral such as name badges, programs, attendee lists, certificates, awards (monetary and trophies)
* Be responsible for managing Group events in our on-line event registration system.
* Administer the room booking system including video streaming and catering requests.
* Compile the weekly run sheet and supply event details to nominated Division staff members, catering and recording requirements.
* Regular participation in Membership driven activities

**STAKEHOLDER LIAISON**

* Proactive Group liaison – maintaining clear communication channels and strong relationships.
* Assist the General Manager with the administration and delivery of the Division’s annual Group Induction program.
* Assist Groups with their forward planning and annual event calendars.

**ADMINISTRATION**

* Liaise with the Accounts department regarding the management of group expenses.
* Attend and contribute effectively to staff team meetings; and other meetings as required.
* Attend the Learned Society Advisory Group meetings to network with Office Bearers and
* Discuss operational issues
* Other duties as requested

## Work health & safety (WHS) obligations

As an employee of 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.

## Communication and relationships

## Internal

## 1) General Manager Melbourne Office

## 2) Other Division & National Office Staff

## External

## 1) Engineers Australia Members and Office Bearers

## 2) Suppliers, including venues, audio visual and catering etc

## Diversity and Inclusion at Engineers Australia

Engineers Australia is an equal opportunity employer and we embrace diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. In turn are committed to creating a safe inclusive environment for all employees.

Should you need any reasonable adjustments during this recruitment process please email HR@engineersaustralia.org.au

## Selection criteria

* Exceptional Customer Service skills and ability to manage and liaise with a diverse range of stakeholders
* Highly organised with strong time management skills and ability to prioritise
* Outstanding verbal and written communications skills
* Experienced in event logistics and management, communications and marketing
* Proficient in computer software (Word, Excel, PowerPoint)
* Experience in event management (CVent) and CRM systems and/or ability and willingness to learn
* Tertiary qualifications in a relevant field desirable, but not essential.

