**Position description**

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| **POSITION TITLE:** | Project Manager |
| **WORK UNIT:** | Public Affairs and Policy Advocacy |
| **RESPONSIBLE TO:** | National Manager, Public Affairs and Policy Advocacy |
| **LOCATION:** | Chatswood, NSW |
| **PURPOSE:** | The purpose of this position is to manage and lead Engineers Australia’s engagement with the NSW Government’s building sector reform program, and other building sector reform processes nationally. This includes being Engineers Australia’s representative at NSW Government Stakeholder meetings and providing advice on building sector reform issues to a range of government, industry and member stakeholders. |

## Duties

Duties include (but are not limited to):

* Manage and coordinate Engineers Australia’s participation in the NSW Building Reform Expert Panel (BREP) and associated building sector reform activities in NSW Including:
  + Act as the Engineers Australia point of contact for the Office of the Building Commissioner.
  + Coordinate the activities of Engineers Australia member representatives who participate in the six BREP-related steering committees, ensuring advice to government is consistent with Engineers Australia advocacy objectives.
  + Coordinate and write submissions in response to government requests for advice on building sector reform.
  + Act as the Engineers Australia representative at NSW Government stakeholder meetings.
* Monitor, provide advice and implement agreed action on policy and legislative developments in NSW as it pertains to the building sector:
  + Maintain relationships with government agencies such as the Department of Customer Service and the Office of the Building Commissioner.
  + Monitor government announcements.
  + Maintain relationships with relevant peer groups such as industry associations, professional associations and unions.
  + Coordinate and write submissions in response to government requests for advice on building sector reform.
* Manage Engineers Australia’s involvement in building sector reform issues generally and nationally, including its response to the Building Ministers Forum’s “Building Confidence” report.
* Coordinate the activities of Engineers Australia member representatives who participate in government advisory groups such as the Australian Building Codes Board’s Building Codes Committee and Plumbing Codes Committee, and other state-based building sector advisory panels.

## 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; and
* Familiarise the broad meaning of ‘workplace’ in health and safety legislation and Engineers Australia WHS policies and procedures.

## Communication and relationships

## Key internal stakeholders are:

## CEO and Chief Engineer

## The Public Affairs and Policy Advocacy team

## Division General Managers

## Key external stakeholders are:

## Office of the NSW Building Commissioner (OBC)

## Australian Building Codes Board (ABCB)

## Engineers Australia member volunteers

## Peer associations

## 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

## A degree in engineering, accredited to the Washington Accord (or equivalent).

## Five or more years of practical experience as a professional engineer in the building sector (preferably in NSW).

## Detailed knowledge of, and practical experience working with, the regulatory framework for the NSW building sector, including the National Construction Code (NCC).

## Excellent stakeholder management, negotiation and communication skills.

## The ability to liaise with high level stakeholders with ease.

## Project management experience.

## Familiarity with the operation of government, policy development and legislation is preferred.

## High level coordination skills, with a proven ability to build consensus across a broad range of people with varying views.

## A proven ability to digest large amounts of information and translate the key messages in

## line with company advocacy objectives to people with varying degrees of knowledge in the field of Engineering.

* A proven ability to work in a fast-paced working environment with multiple deadlines and changing priorities.
* The ability to effectively present to a broad range of high-level stakeholders such as C-Suite executives and state and Commonwealth government representatives.
* Experience in proactively keeping in touch with industry developments in order to produce communications such as reports, provide accurate and up to date advice and present as a credible subject matter expert.
* A proven ability to work through areas of ambiguity, whilst having the professional confidence and level of judgement to understand when further questioning is appropriate.
* Possess a high level of self-motivation and dedication to delivering the best possible outcomes for Engineers Australia and the community it serves.

