**Position description**

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| **POSITION TITLE:** | Executive Officer/Secretariat |
| **WORK UNIT:** | Learned Society |
| **RESPONSIBLE TO:** | Operations Manager, Learned Society |
| **LOCATION:** | Barton, ACT |

## Purpose

# The primary purpose of this position is to support a number of Engineers Australia’s volunteer committees to enable them to operate efficiently through the delivery of secretariat services and the provision of professional advice and guidance as per relevant regulations, policies and procedures in conjunction with Engineers Australia’s strategic priorities.

## Duties

# As a Learned Society Advisor within the Learned Society Business Unit, your duties and responsibilities include, but are not limited to:

* The provision of high level secretariat and administration services to support the efficient operation of a number of Learned Society groups, including the planning, coordination and administration of group activities;
* Facilitate conversation between Engineers Australia and a number of allocated volunteer committees;
* Provide sound advice and guidance to allocated groups on EA’s policies, procedures and regulations;
* Preparation and coordination of a range of professional correspondence such as meeting minutes, business cases, plans, memos, emails, reports and other documentation as required;
* Support and guide a number of volunteer committees to develop and implement 3 year plans in conjunction with Engineers Australia’s strategic direction and monitor these plans on an ongoing basis to ensure relevancy and compliance as well as track progress against deliverables; and
* Report on Committee activities.

## 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

## Foster effective professional working relationships with Engineers Australia volunteer committees and assist volunteer Office Bearers in a professional capacity;

## Cultivate positive working relationships with members and all Business Units of Engineers Australia, including volunteers and staff at all levels;

## Positive team collaboration to support changes in resourcing and workloads;

## This position is expected to positively support and actively encourage co-operation with EA’s policies, regulations, processes and change amongst volunteers and staff.

## 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

* Proven experience and expertise in providing high-level executive officer and/or secretariat support, including advice on policies, procedures and corporate governance;
* Effective relationship building skills with the ability to work collaboratively and professionally with colleagues, volunteers and Learned Society groups to achieve quality outcomes;
* High level professional communications with exceptional business writing skills, the ability to effectively communicate verbally with confidence and produce high quality written work with excellent attention to detail;
* Sound planning and organisational skills, with the ability to be flexible, meet deadlines within short time frames and to manage changing priorities;
* Sound judgement and the confidence to seek guidance where appropriate;
* Prior working experience in a complex organisation, preferably within a Not for Profit organisation, working directly with volunteers is preferred; and
* Appropriate tertiary qualifications, including business, governance and/or management is highly desirable.