**Position description**

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| **POSITION TITLE:** | Learned Society Executive Officer |
| **WORK UNIT:** | Learned Society |
| **RESPONSIBLE TO:** | Team Leader (need assistance with title) |
| **LOCATION:** | Canberra |
| **PURPOSE:** | This position provides secretariat support to a number of learned society groups and works in consultation with Advisors and other stakeholders (internal and external) to drive outcomes that achieve EA’s Strategic Goals. |

## Duties

Duties include (but are not limited to):

* Assist with the management of learned society groups
* Consult and liaise with Advisors, staff and volunteers in relation to agenda items and papers
* Contribute to the development, review and continuous improvement of secretariat procedures
* Record decisions and actions arising from learned society meetings. This includes attending meetings and taking accurate minutes, distributing outcomes to relevant parties in a timely manner and in the correct format
* Report on and follow-up decisions and actions arising
* Manage, in consultation with Advisors, the preparation of agendas for approval
* Collate and disseminate meeting papers
* Ensure documents are stored in accordance with record management procedures and can be easily retrieved for reference and audit purposes.

## 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

## Establish and maintain effective relationships with key stakeholders internally and externally

## Consult and liaise with relevant stakeholders to obtain information and reports on time

## Respond promptly and courteously to stakeholder requests

## Foster collaborative working relationships.

## 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

## Demonstrated ability to exercise judgement and resolve issues independently.

## Demonstrated ability to forge and maintain productive working relationships, including the ability to use influence to support collaboration.

## Well-developed communication skills, including developing agendas, taking minutes and drafting correspondence.

## Demonstrated high level organisational and co-ordination skills.

## Ability to meet tight deadlines and to work in a changing environment.

## Excellent time management skills.

## Strong customer service focus.

