**Position description**

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| **POSITION TITLE:** | Manager, Student and Graduate Products & Engagement |
| **WORK UNIT:** | Student & Graduate Membership |
| **RESPONSIBLE TO:** | General Manager, Student & Graduate Membership |
| **LOCATION:** | Anywhere |
| **PURPOSE:** | The Manager, Products & Engagement is primarily responsible for the identification, development and delivery of high quality relevant and engaging products and services for Engineers Australia’s student and graduate members.  In addition to driving the development of new products and services to increase membership value, this role also manages existing products and programs including our national graduate mentoring program, membership upgrade and renewal cycles and employer value offer.  This role collaborates with various internal stakeholders, external partners, and subject matter experts, to support the delivery of activity that enhances the membership value for our student and graduate engineers, but also academic staff and graduate employers.  This role is suitable for someone who can actively contribute to strategy and is very strong in idea generation. Someone with excellent project management and time management skills, shows initiative, can communicate effectively at multiple levels, has a keen eye for detail and wants to grow and develop their career within a high performing team. |

## Duties

Duties include (but are not limited to):

* Develop and deliver new products and services for the Student & Graduate Membership portfolio (both B2C and B2B)
* Plan, manage, track and forecast the yearly budget for a range of products and projects
* Project manage and coordinate with external partners and consultants on the delivery of products and projects relating to student and graduate membership
* Develop and manage the planning and delivery of the national graduate mentoring program
* Manage the yearly student to graduate conversion cycles
* Assist with the national yearly renewals campaign for graduate members
* Work with marketing team on delivery of content and communications for students and graduates
* Work with the marketing team to coordinate external membership acquisition campaigns
* Assist the Manager, Programs & Partnerships, National Team Lead, and Student & Graduate Engagement Managers around the country
* Work closely with team members, other internal staff and Engineers Australia committees to help administer and coordinate student and graduate activities and events to deliver measurable outcomes
* And other duties as required.

## 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

## General Manager, Student & Graduate Membership

## Manager, Programs & Partnerships, Student & Graduate Membership

## National Team Leader, Student & Graduate Membership

## Student & Graduate Membership Team

## Divisional General Managers and Group Engagement Officers

## National Marketing Team

## Creative Services Team

## Digital Marketing Team

## Communications Team

## Member Services and Member Assessment Teams

## Engineering Education Australia (EEA)

## Professional Development Team

## Chairs and Members of the National and State YEA Committees

## Engineers Australia Members

## Key stakeholders, partners and industry contacts

## 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](mailto:HR@engineersaustralia.org.au).

## Selection criteria

## Excellent project management skills;

## Ability to think creatively and bring innovative solutions to a range of different challenges

## Outstanding verbal and written communications skills;

## Impeccable attention to detail and time management skills;

## The ability to think strategically and make decisions based on business needs;

## The ability to take the initiative and successfully collaborate with others;

## The ability to drive and manage multiple projects and stakeholders at once;

## Knowledge of tertiary and/or early career/graduate industries

## Experience in project and/or product management;

## Driven, ambitious and has a self-starter attitude;

## Customer service skills and effectiveness at developing productive relationships;

## Experience planning, managing and tracking budgets;

## Comfortable working with stakeholders, both internal and external, at all levels of the business

## Relevant tertiary qualifications

## Capability to work with a range of IT systems, including Salesforce CRM, CVent, and video conferencing.

## Previous experience with website management platforms including Drupal is desired

## Demonstrated capability to manage multiple tasks and work independently.

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