**Position description**

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| **POSITION TITLE:** | Senior Advisor |
| **WORK UNIT:** | Learned Society |
| **RESPONSIBLE TO:** | General Manager Learned Society |
| **LOCATION:** | Canberra |
| **PURPOSE:** | Working with Learned Society Groups to drive outcomes that assist with meeting Engineers Australia’s Strategic Goals which also optimise benefits to members and the profession. |

## Duties

Duties include (but are not limited to):

* In partnership with learned society groups work with them to drive demonstrable outcomes to deliver benefits to members and advance the science and practice of engineering for the benefit of the community
* Identify professional development/training opportunities arising from the development of the body of knowledge and work in partnership with learned society groups and the professional development team/EEA to ensure delivery of quality products
* Manage the day-to-day support provided to Colleges, Technical Societies, and other learned society groups
* Provide high level advice and guidance to the General Manager Learned Society about volunteer committee matters
* Supervise, mentor and act as a role model for direct reports
* Provide professional development opportunities to support organisational and career objectives to direct reports
* Participate in cross-functional teams as required to support the achievement of Engineers Australia’s goals
* Undertake projects as required.

**Responsibilities & Accountability**

The occupant of this position is responsible for:

* Ensuring learned society groups are supported to the standard and quality required
* Assist learned society groups develop operational plans that deliver demonstrable outcomes to benefit members
* Taking ownership and delivering outcomes for assigned projects
* Reporting on progress and providing advice on actions required
* Positively support and actively encourage co-operation with EA’s policies, regulations, processes and change amongst volunteers and staff
* The supervision of team members if 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

## The position reports to the General Manager Learned Society, collaborates and liaises across Engineers Australia, the learned society and other key stakeholders.

## 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 leadership, management and organisational skills to support and drive change;

## Ability to consult with a wide range of stakeholders with openness to new ideas and differing viewpoints and capacity for consensus building

## Experience in working with a professional association and/or working with volunteers in the not for profit sector to achieve organisational outcomes is highly desirable

## High level interpersonal, communication, presentation and influencing skills.

* Demonstrated ability to effectively manage competing priorities to achieve timely outcomes

