**Position description**

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| **POSITION TITLE:** | General Manager, Canberra |
| **WORK UNIT:** | Canberra Division |
| **RESPONSIBLE TO:** | Executive General Manager, Membership Engagement |
| **LOCATION:** | Canberra |
| **PURPOSE:** | The position is primarily responsible for the promotion and engagement of membership through the delivery of high quality services, in particular professional development and celebratory events, in accordance with the Division’s business plan and in collaboration with the Division Committee and senior officer bearers. |

## Duties

Duties include (but are not limited to):

* Promote and support membership growth across all categories of membership
* Enable member engagement through delivery of high-quality services including professional development and celebratory events
* Work in collaboration with other business units to meet organisational targets, including but not limited to policy & advocacy, professional development, learned society, marketing, business development and media teams
* Lead and support the Division President, Committee, Senior Office Bearers, and other committee members and related working groups
* Maintain knowledge of local engineering landscape and build productive relationships with those outside Engineers Australia
* Develop and deliver the Canberra Division’s business plan within budget
* Effectively lead and motivate team members to deliver agreed performance measures, providing ongoing feedback
* Ensure that consistent processes and procedures are in place to comply with the by-laws, regulations and corporate policies of Engineers Australia
* Manage the development and implementation of procedures in Canberra Division, keeping staff, office bearers and members appraised of the substance of relevant EA policy / procedure and changes thereto
* 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

* Foster positive relationships with senior office bearers, Divisional President, Committee members, chairs of various panels, societies, group and members.
* Foster positive relationships with industry partners, sponsors, contractors, suppliers, government agencies, other professional associations.
* Work in collaboration with other EA business units.

## 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

* Tertiary qualifications in a relevant field or relevant demonstrated experience
* Demonstrated experience in shaping and championing an organisations vision and creating a shared understanding of what has to be achieved
* Demonstrated experience in building strong and positive relationships by taking the opportunity to build rapport and understand stakeholder needs
* Experience in delivering high quality customer (or member) experiences, ideally events and meetings
* Outstanding verbal and written communications skills
* Demonstrated leadership experience working under limited supervision
* Sound commercial and governance experience
* Flexible to adapt to changing priorities and out of hours work, with the ability to travel interstate
* Ability to manage the Divisional budget, including revenue and expenditures
* An appreciation and understanding of the practice of engineering, the challenges, opportunities facing the profession.

