

# Engineering Associates Registration Board

## Registrar of Board

### Job Description – Responsibilities & Duties

The Board is established under the Engineering Associates Act 1961, and the Board is empowered to appoint a Registrar under Section 7 of The Act.

The Board is inviting applications for this position, see separate document 'Position & Person' Specification. Applications close 9 February 2018.

1. The Registrar will be responsible to the Board via the Chair of the Board and will maintain effective communication with the Chair, Board Members, the Associations, the Government Department responsible for the Act, individual Engineering Associates and applicants for registration.
2. The Staff Committee of the Board will assist the Registrar to carry out his/her duties by providing support, advice and training as required. The Staff Committee will carry out performance appraisal and reviews of remuneration and will forward its recommendations to the Board. The Registrar is encouraged to discuss any matter effecting his/her employment with the Staff Committee at any time.
3. The Registrar will maintain the Register of Engineering Associates. This will include
  - Supervising the annual renewal process and record registrations, retirements, deletions and reinstatements.
  - Processing applications for registrations, prepare evaluations and recommendations to the Board.
  - Managing any necessary reviews or audit processes.
4. The Registrar will carry out all financial management functions on behalf of the Board. This includes:
  - Carrying out day- to-day administration of the Board's financial affairs.
  - Furnishing regular financial statements to the Board.
  - Managing the Board's investments under the Board's direction.
  - Preparing annual accounts and submit them for audit by the Audit New Zealand.
  - Preparing budgets of expected income and expenditure and monitor compliance.
5. The Registrar will act as secretary to the Board at its meetings and in addition will
  - Administer the office and maintain the desk file which sets out office procedures.
  - Administer and operate the Board's computer installation.
  - Represent the Board in any forum approved by the Board.
  - Be controlling officer for any staff employed.