

Engineering Associates' Registration Board

Registrar of Board

Position and Person Specification

Position Description

The Board is established under the Engineering Associates Act 1961, and under Section 7 of the Act, the Board is authorised to appoint a Registrar. The specific duties of the Registrar are outlined in a separate document titled '*Registrar - Job Description.*'

The position is a sole-charge, part-time role, currently involving 18 hours per week. Typically, the working days are Tuesday, Wednesday, and Thursday, with six-hour days; however, the days and hours of attendance are negotiable.

Location

Level 6, Molesworth House, 101 Molesworth Street, Thorndon, Wellington.

Position Responsibility

The Registrar is responsible to the Board through the Chair for the register of engineering associates and to exercise the Board's directions and policies. The Board's Staff Committee is appointed to oversee the personnel function and to carry out a performance review at agreed intervals. Refer separate document 'Registrar - Job Description'.

Experience of Person

Must have proven administration, management and organisational skills, preferably in a senior role within an engineering or similar environment. The ability or experience to work alone would be an advantage.

Must have sufficient and broad engineering background knowledge to assess the qualifications and experience of REA applicants.

Preferably, have currently or previously held a New Zealand statutorily recognised engineering credential such as Registered Engineering Associate (REA) or Chartered Professional Engineer (CPEng).

Qualifications and Requirements

- **Proven Trustworthiness:** Demonstrated history of reliability and integrity.
- **Organizational Skills:** Methodical, well-organized, and adaptable.
- **Communication:** Excellent communicator across various skill sets and experience levels within engineering and related organizations in New Zealand.
- **Technical Proficiency:** Competent in Microsoft 365 applications, including Word, Outlook, Excel, and desktop publishing software such as Publisher or Adobe InDesign.
- **Writing Skills:** Proficient writer with strong written communication abilities.
- **Administrative Experience:** Familiarity with small office or business administration and management. Accuracy with figures is essential.

- **Accounting Knowledge:** Understanding of accounting practices with a willingness to enhance accounting skills. Experience with Xero or similar accounting software is highly advantageous.
- **Microsoft Business Tools:** Experience in using Outlook, Word, Excel, Publisher and Access.

Key Performance Indicators

- Internal and external client satisfaction
- High board satisfaction as evidenced by positive feedback
- Understanding of and compliance with EARB charter and procedures
- Manages workload and deliverables in order to deliver high quality outputs within time scope
- Demonstrates credibility amongst board colleagues, other REA members and candidates