

Engagement Officer Position

Part time (0.5 FTE)

Flexible hours

The Canterbury Safety Charter is a not-for-profit incorporated society which promotes health and safety in the construction industry. The Safety Charter was established following the Canterbury Earthquakes and has a membership base which ranges from sole traders to large corporates across civil, commercial, and residential construction and aligned industries.

The **key responsibilities** of the position are:

- To sustain, engage and grow the Safety Charter membership to achieve the Safety Charter objectives.
- Deliver constructive engagement activities with Safety Charter members and external stakeholders.
- Develop and maintain effective strategic relationships with members and key stakeholders to promote the Safety Charter vision and values.

Essential competencies for the Safety Charter Engagement Officer include:

- Ability to be a self-starter, with a willingness to work independently and as part of a small team.
- Experience in working in an organisation with multiple stakeholders.
- Ability to build constructive relationships with key stakeholders using discretion, sensitivity, and respect.
- Excellent interpersonal and communication skills.
- Experience in managing projects and/or events.
- A keen interest and understanding of Health & Safety in the workplace.
- Reliable, flexible, and willing to take on a wide range of tasks.
- Experience in a variety of IT systems and applications, proficient use of Microsoft Office Suite.
- Good time and task management skills.
- Understanding of the need and ability to adjust communication content and style to meet the needs of different stakeholders.

Desirable competencies for the Safety Charter Engagement Officer include:

- Knowledge and understanding of the Construction Industry.
- Knowledge and understanding of the not-for-profit sector.
- Public speaking skills and experience.
- Experience of developing a client base and/or membership growth.
- Experience in development and implementation of innovative, contemporary, and fit for purpose communication and engagement solutions.
- Ability to think critically, displaying curiosity and flexibility in analysing ideas and information
- seeks and values the input of others.

For more information, please contact the
Safety Charter General Manager, Paul Duggan
027 274 6474 or email at paulduggan@safetycharter.org.nz

Applications close on **Friday 25th March**