

Position description

Title	Project Officer
Type	Part-time, ongoing up to 0.8 full time equivalent
Location	Our office is in Balwyn, Melbourne but we will consider applications from across Australia and Aotearoa New Zealand
Reports to	Executive Officer
Salary	Negotiated based on skills and experience

WHO WE ARE

The **Environment Institute of Australia and New Zealand** (EIANZ) is a not-for-profit professional association for environmental practitioners. We support practitioners throughout their careers, from students and early careers to experienced and certified practitioners, through to retirement. We harness the expertise of our members to progress environmental practice and advocate to improve sustainability outcomes.

We have a certification scheme that recognises ethical and professional practice which assures government, industry and the community of practitioners' professional standing. Our members and certified practitioners have specialist knowledge and skills in environmental systems, processes and solutions. They bring passion, ingenuity and creativity to their work.

The Institute is led by a seven-person volunteer Board comprising elected EIANZ members. An Advisory Council, made up of presidents and chairs of volunteer committees and groups, advises and supports the Board. Across Australia and Aotearoa New Zealand, volunteer committees coordinate and provide local services to members. A Certification Board and a Qualifications Accreditation Scheme Board operate at arm's length from the Institute Board. Operational support is provided by the Institute's Central Office - a small team of staff led by the Executive officer. View our governance structure [here >](#)

ABOUT THE ROLE

This is an exciting new role, created in response to growth across the Institute over the past several years. Additional project support is now needed to enable EIANZ to continue to expand its services to members. In this role, you will work closely with the Central Office team and volunteer committees and groups to support the delivering of programs and initiatives, including administering project establishment and implementation, coordinating and reporting on project activity, and facilitating project communication.

This role would suit someone that is in the early stages of their career and looking to build their project management skills and get experience working across a wide range of priority initiatives.

What you will do

- Manage and oversee aspects of projects and implementation, including scoping projects, monitoring progress, and ensuring milestones are met, coordinating resources and monitoring budgets.
- Contribute to the design, implementation and coordination of projects that deliver Institute priorities.
- Prepare a range of project related materials for key stakeholders that effectively communicate activity and outcomes.
- Provide direct support to Institute committees and groups, including organising and attending meetings, managing information flows and providing status reports.
- Seek out and actively manage stakeholder relationships based on open and regular discussions and feedback, including identifying and raising issues, risks and opportunities.
- Support event administration.

WHAT WE ARE LOOKING FOR

Selection criteria

- Proven ability to administer and oversee projects.
- Demonstrated capacity to communicate effectively, with strong interpersonal skills and the ability to build collaborative relationships.
- Strong organisational and time management skills and the ability to deal with competing priorities in a responsive and flexible way.
- Proven ability to work well both autonomously and in a team environment.
- An ability to take personal accountability for achieving high quality outcomes.

WHAT WE VALUE & HOW WE WORK

- EIANZ is an equity employer and requires that all staff and volunteers behave in a way that is respectful and courteous. The Institute does not tolerate bullying or harassment.
- EIANZ acknowledges and values social diversity and people from culturally diverse backgrounds.
- EIANZ offers genuine flexibility including work-from-home options and the ability to timetable your work hours.
- EIANZ offers a professional, friendly, and collaborative work environment.
- This position is part of the Institute's Central Office team - a small group that is welcoming and supportive.

HOW TO APPLY

If you think this job is for you, please email your CV, response to the selection criteria and a cover letter to office@eianz.org by Monday 2 May at 5:00pm AEST. Please note, we'll be

assessing applications as they come in and may interview and appoint before they close.

To find out more about us, visit our website at www.eianz.org.

If you'd like to find out more about the role, contact Nicole Brown, Executive Officer on AU +61 3 8593 4142 | NZ +64 9887 6972 or at Nicole@eianz.org.