



Position Description:

**Executive Officer / Membership Coordinator (part-time)
for PIANC Australia / New Zealand**

<p>PRIMARY OBJECTIVE:</p>	<p>PIANC is the worldwide organisation for waterborne transport infrastructure. With headquarters in Brussels, PIANC Australia/New Zealand (ANZ) is one of the largest National Sections globally with a range of individual and corporate members. PIANC ANZ operates as a not-for-profit organisation, providing leadership opportunities to support local members in Australia and New Zealand. Key activities include the organisation of large conferences, regional events, and input to the development of international technical reports through membership and participation with Working Groups.</p> <p>PIANC ANZ activities are primarily organised by an elected Board (volunteer) with board members assigned to various committees (membership, finance, promotion, etc). The Board also supports Regional Chapters in organising local events and initiatives. Luke Campbell is the current Board Chair and more details on PIANC ANZ can be found at www.pianc.org.au.</p> <p>The PIANC ANZ Board has agreed to support the services of a part-time contractor. The role would include a combination of Executive Officer and Membership Coordinator duties. This new position will deliver important functions of PIANC ANZ's strategy and operation and would directly report to the Board and would be responsible for day-to-day operations. This role offers substantial opportunities for leadership within a growing not-for-profit organisation.</p> <p>PIANC ANZ currently use contractors to assist with communications, bookkeeping and accounting as well as an accountant to prepare annual financial reports.</p> <p>Over an annual period, the role is expected to be approximately 2 working days per week (or equivalent), although workload timing may vary with tasks. The PIANC ANZ Executive Officer/Membership Coordinator position would operate as an external contractor to PIANC ANZ. PIANC ANZ does not have any salaried employees.</p> <p>Most PIANC activities occur in capital cities such as Sydney, Perth, Auckland, etc. but it is anticipated that this role could be successfully completed from any location within Australia and New Zealand, as long as reasonable access to a major airport is possible to facilitate travel requirements.</p>
<p>PRINCIPAL RESPONSIBILITIES:</p>	<p>The position would have the following main responsibilities:</p> <ul style="list-style-type: none"> (i) Liaise with the PIANC ANZ Board, Regional Chapters, Working Groups Representatives, PIANC Headquarters, and engaged consultants to deliver various aims and strategic objectives. (ii) Report directly to the Chair and/or allocated Board members in progressing set objectives. Report quarterly to the PIANC ANZ Board. (iii) Develop and implement initiatives, including funding opportunities and major events. (iv) Represent PIANC ANZ at events, forums, or within meetings.



	<p>(v) Provide ongoing support with management of our members to ensure efficient, regular, and ongoing contact.</p> <p>(vi) Manage the weekly tasks of PIANC ANZ.</p>
<p>KEY ACTIVITIES:</p>	<p>Undertake day-to-day management of PIANC ANZ activities including membership services, promotions, event organisation, representation at events, reporting, and finances.</p> <p>Specific activities include:</p> <ul style="list-style-type: none"> • Work with the membership management group to improve membership experience, welcome packs, membership renewals, etc. • Assist the Board and Chair with the organisation of board meetings and agendas including assistance with preparation of board reports and the preparation of Board meeting minutes. • Work with the Treasurer to track and manage the ongoing finances. • Work with the Chair to implement strategic objectives and operational tasks in line with the PIANC ANZ Annual Strategy. • Work with the PIANC ANZ Board and Communication Officer to ensure consistent and high-quality engagement with PIANC ANZ members. • Work with the Promotions group and Communication Officer to develop and deliver media content. • Provide support in the management and delivery of major and regional PIANC ANZ events. • Assist with event organising, typically via professional conference organisers, to ensure successful outcomes. • Attend and represent PIANC ANZ at events, when available. • Attend and provide regular updates at quarterly Board meetings. • Collaborate with the Board Executive to improve internal communications, streamline existing systems, and research/implement alternative system options. • Assist with administrative work, including keeping the national and international membership data bases up to date. • Liaise with PIANC ANZ members, as required.
<p>REQUIRED SKILLS:</p>	<p>The successful candidate will require the following skills:</p> <ul style="list-style-type: none"> • An interest in PIANC activities and a genuine passion for at least some parts of the maritime/ports/coastal and environmental sectors (and a willingness to develop this further!). • Excellent communication (written and verbal) skills. • Demonstrated ability to manage multiple stakeholders or operate in a membership led organisation. • Track record in working with people in leadership or management positions. • Excellent organisation and time management skills.



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	<ul style="list-style-type: none"> • Ability to deliver timely outcomes on a regular basis with minimal supervision. • An ability to travel throughout Australia and NZ several times per year to assist with PIANC ANZ activities (travel costs at PIANC ANZ's expense). • Willingness to take on a variety of tasks that may be required to ensure efficient operation.
DESIRED SKILLS:	<p>Additionally, the ideal candidate should also have the following attributes, however the board is willing to assist in providing further professional development as required:</p> <ul style="list-style-type: none"> • Strong presentation skills. • Experience in organising and marketing events. • Experience working with Boards, Panels or not for profit organisations. • Existing knowledge/understanding of PIANC activities. • Existing industry knowledge of maritime/ports/coastal and environmental sectors.

PIANC ANZ is undergoing an exciting period of growth and ongoing development. If you are interested in playing a key role or have questions regarding this role, please contact PIANC Chair, Luke Campbell on 0408 072 082 or luke.campbell@pianc.org.au.

How you will be assessed:

1. Provide a response to the Chair outlining your suitability for the position based on the above stated activities and required skills. Your response should be no more than 2 pages.
2. Attach your current resume.

The selection panel will assess your ability to perform the work required of the position based on your response and resume and other selection processes including an interview for shortlisted candidates.