

Engineering Technical Administrator

At NIS Ltd, engineering excellence, technical capability and continual improvement are fundamental to delivering safe, high-quality outcomes for our customers. The **Engineering Governance Team** plays a key role in supporting engineering quality, capability, organisational learning and continual improvement across the Engineering Portfolio. We are now looking for an **Engineering Technical Administrator** to join the team and provide administrative and coordination support that helps ensure these activities are effectively delivered.

You will help ensure engineering governance activities are planned, organised and effectively managed by maintaining records, coordinating meetings, tracking actions, preparing reports and supporting improvement initiatives.

Working closely the wider Engineering Portfolio, you will help maintain visibility of priorities, support performance reporting and contribute to the smooth operation of a range of engineering quality and capability activities.

Over time, you will gain valuable experience in engineering governance, competence management, Learning from Experience (LFE), performance reporting and process improvement, helping to support the continued development and effectiveness of the Engineering function.

Specific Areas of Responsibility;

- Coordinate governance activities, meetings and reviews across the Engineering Portfolio.
- Maintain action trackers, registers and governance records.
- Support the preparation of KPI dashboards, reports and management information.
- Assist with the administration and maintenance of engineering management system documentation.
- Arrange meetings, workshops and review sessions, ensuring actions are tracked to completion.
- Support Learning from Experience (LFE), continual improvement and corrective action activities.
- Maintain competence records and assist with administration of the Technical Competence Framework.
- Coordinate competence assessments, performance review activities and associated records.
- Support training, development, CPD and professional registration programmes.
- Assist with the onboarding and integration of new engineering employees.
- Help prepare communications, presentations and information updates for stakeholders.
- Provide general administrative and coordination support to the Engineering Governance Team.