



CONTRACT: TECHNICAL WRITER

ORGANISATIONAL OVERVIEW

BRANZ is an independent and impartial research, testing, and consulting organisation focused on challenging Aotearoa New Zealand to create a building system that delivers better outcomes for all.

Our main areas of activity:

- Industry-good research and knowledge dissemination – applying our industry-leading expertise to transform insightful research into accessible, actionable knowledge.
- Consultancy services – developing enduring relationships with clients to help them achieve their goals.
- Levy stewardship – ensuring the greatest benefits possible are realised from the Building Research Levy.

BRANZ engages with its market through a variety of mediums and formats, including *Build* magazine (hardcopy and online), bulletins, factsheets, books, web resources, digital tools, newsletters, YouTube videos, seminars and social media and through the BRANZ industry helpline.

More information on BRANZ can be found on our website at www.branz.co.nz.

PURPOSE OF CONTRACT ROLE

Technical writers work with the BRANZ Channel Delivery team on a project-by-project basis. They use their extensive industry knowledge to produce technical information for the building and construction industry. This information can be provided in written form, through drawings, and in presentations/seminars.

The core audience is architects, builders, designers and building officials. A key component of the role is to translate technical knowledge into a language the industry understands.

Specific projects will be negotiated with the Channel Delivery team but may include *Build* magazine articles, Bulletins, newsletters, books etc.

KEY RESULT AREAS

Technical writing and drawing

Research, write, provide illustrations/photographs, incorporate peer review comments and deliver, on time, manuscripts (for editing, graphics and publication processes) for BRANZ information products. Key activities include:

- Work with the Channel Delivery Team and BRANZ researchers in developing and writing information that fits within the BRANZ publishing and education schedule.
- Recommend commentators for external peer review of works.

- Prepare drafts for a range of projects that fit within the BRANZ stable of publications, education tools and programmes of work:
 - Drafts are technically accurate, reflect good practice and have a sound scientific basis.
 - Content is in line with the New Zealand Building Code and standards requirements.
 - Technical comments received are recorded, assessed for relevance and incorporated as appropriate.
 - Content is aligned to previous and current BRANZ research and information.
- Contribute to the development of presentations on relevant technical topics.
- Maintain effective contacts in the building industry, design professionals to ensure up to date knowledge of industry needs and practices.

General

- Develop an understanding of BRANZ, its key functions and its customers to ensure products supplied are appropriate.
- Ensure that all tasks undertaken are carried out in accordance with BRANZ quality procedures.
- Ensure that projects are managed effectively against established targets/milestones/deadlines.
- Proactively contribute ideas and take part in developing new products in the BRANZ annual planning process.
- Be aware of policies and procedures that relate to health and safety at BRANZ and abide by them.

SKILLS, EXPERIENCE AND QUALIFICATIONS REQUIRED

- A professional qualification relevant to the building/construction industry and practical industry experience/knowledge of design and/or construction processes and of relevant codes and standards.
- An ability to explain or translate technical information into a form that can be readily absorbed by a range of target audiences is important.
- Computer literacy and drawing skills are required with a willingness to upskill and learn new technical skills where necessary.
- Time management – deliver quality work or advice to an agreed timeframe.
- Networking – able to develop and maintain effective contacts with the building industry, manufacturers, design professionals, tertiary institutes and government departments to ensure an up-to-date knowledge of industry needs and practices.

Attitude

- Initiative and a strong interest in ensuring we have a quality building industry.
- Self-motivated and results oriented.
- Sound time and project management skills
- Work well within and contribute positively to a team.
- Ability to make sound judgements
- Willing to accept responsibility for own decisions and work.
- Demonstrate professional, friendly and efficient working relationships with stakeholders.
- Able to solve problems by demonstrating initiative and flexibility.
- Enjoy and be motivated by the challenges and rewards of working as a technical expert in a complex environment.