

# Technical Executive – The Engineering Equipment and Materials Users Association (EEMUA)

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<b>Salary</b>	In the range £25-35K plus competitive benefits
<b>Location</b>	Working from home with occasional travel to meetings, events and stakeholders (UK and Europe)
<b>Job Type</b>	Full-time contract role
<b>Sector</b>	Chemical, process, energy, power, and related industries
<b>Job Ref</b>	TE
<b>Start date</b>	Most likely 1 July 2025

## EEMUA

Founded in 1950, EEMUA is an established industry association for owners and operators of process plants, power stations and similar facilities – the **users** of engineering equipment and materials. Members also include those involved in design, procurement, maintenance and other plant lifecycle activities. The Association is involved in helping Members to identify, share and communicate good and best practices, and to influence the development, interpretation and practical application of technical regulations and standards. It deals with some of the world's largest industrial companies, and its guidance is recognised as good practice by regulators and legislators across Europe, and further afield.

We are looking to recruit a Technical Executive. The role reports to the Association's Chief Executive and Technical Manager. The registered address for the Association's office is London, but staff are home based. We are a flexible and family-oriented employer but expect the role to involve occasional travel to meetings, events and stakeholders.

## Job profile

The role is responsible for running technical activities of the Association, working closely with the EEMUA Chief Executive, Technical Manager and rest of the technical team, as well as with Board members and staff. It includes:

- Managing projects, such as the production of EEMUA technical publications, and other products and services, through forming, participating in and leading Working Groups.
- Helping produce publications through contributing and managing technical writing, editing and proof reading as required.

- Co-ordinating, distilling, explaining, raising awareness of, and promoting the Association's technical agenda, including participating in industry stakeholder groups.
- Maintaining an overview of the work of the EEMUA Technical Committees to facilitate and ensure their effective operation.
- Co-ordinating between each Technical Committee, project Working Groups, EEMUA Council and Board, and service providers, to ensure that the overall programme of work of the EEMUA Technical Committees delivers its business plan within suitable time, cost, and quality parameters.
- Liaising with the events team to develop technical seminars, webinars, and conferences.
- Developing links with universities, including presenting on EEMUA, and proposing joint industry projects.

You will be expected to liaise proactively between EEMUA Member companies, regulatory agencies such as the UK HSE & EA and equivalents elsewhere, Standards organisations, Government agencies and others, in order to promote the views of Members, influence the way regulations are interpreted and followed, influence the development of future regulations, and promote the adoption of best practice.

**Critical to success** in this role will be effective co-ordination, facilitation, teamwork, and promotion of the Association's technical agenda, resulting in: excellent collaboration within the Association and externally; further development of EEMUA's reputation and influence; and a strengthening and extension of its current series of good engineering practice guidelines, training materials and other products and services through effective project management.

You will need to quickly understand a wide range of engineering specialisms, be able to win the confidence of experts in their field, and organise them to produce practical, valuable guidance and training that has the potential to save lives in industry across the world.

## What's good about the role?

- Huge scope for the individual to excel and gain recognition across industry.
- Opportunity to influence national and international regulation and policies towards an industry sector worth billions.
- The satisfaction of working with and through others, by influence and teamwork.
- Interactions with a very wide range of people and organisations on a wide range of issues.
- The satisfaction of broadening your general engineering knowledge and doing so using a wide skill set, including project management, people skills, presenting, publishing, marketing, negotiating, and influencing skills.
- Being part of an association that has a record number of members and is ambitious to use this as a platform for increased technical output.

- Being part of a successful membership organisation with a strong reputation, consulted by government agencies and regulators, and whose publications often become de facto standards or adopted into national law.
- Being a key member of a small team, with scope for cross skilling, and involvement in all areas of running a business.

## Person Profile

**The successful candidate** for this role will have an engineering degree and ideally be a professional engineer in a relevant discipline, preferably mechanically focussed.

**The ideal candidate** will have a broadly-based engineering and project management background, combined with a high level of literacy, and skills in facilitation, project management and influencing. These are the “must haves”. They are likely to have a combination of many of the following:

- Capability to achieve results through influence and teamwork, building effective relationships across a wide range of people.
- Ability to keep projects on track, particularly by using persuasion and encouragement rather than managing direct reports.
- Knowledge and experience of producing engineering guidance, handbooks, and/or training materials, technical publication editing or more general technical writing.
- Good working knowledge of the safety, environmental and economic issues that are challenging plant owners and operators.
- Recent, relevant industrial experience in the engineering equipment user community.
- Knowledge and experience of working with regulatory agencies, governmental or other relevant bodies.
- Ability to grasp technical issues and arguments when not an area of speciality.
- Ability to take the initiative, be pro-active and promote a cause.
- High-level interpersonal skills, including verbal and written communication and the ability to summarise key issues concisely.
- Willingness to get involved in all administrative aspects of the role.
- Coordination, networking, facilitation, and team-working skills.
- Sense of urgency and a flexible approach to work.
- Experience of, or exposure to, sales / marketing functions.
- A European language, other than English, would be an advantage.

If you have the skills, and you think this sounds interesting, talk to us.

**Closing date:** 6 June 2025

**Application by CV and covering email to:** [ask@eemua.org](mailto:ask@eemua.org)

## Reporting and Status

This is a full-time contract role within EEMUA, and reports into the Chief Executive and Technical Manager.