

# **CENTRAL OTAGO DISTRICT COUNCIL**

## **JOB DESCRIPTION**

<b>POSITION</b>	:	<b>Economic Development Manager</b>
<b>REPORTS TO</b>	:	Chief Advisor, Office of the CEO
<b>LOCATION</b>	:	Alexandra

## **PRIMARY OBJECTIVE**

To facilitate economic and business development of the Central Otago District so as to enhance the regional identity and the wellbeing of the community.

## **KEY ACCOUNTABILITIES**

1. Build effective relationships within Central Otago and externally at all levels (including community, business and Council).
2. To provide support and oversee the preparation, monitoring and reporting of the Economic Development forecasts and respective performance measures.
3. Co-ordinate the development of Central Otago's Economic and Business Development.
4. Co-ordinate the development of Central Otago's Economic and Business Development.
5. Co-ordinate and / or oversee economic development associated projects.
6. To manage the preparation, monitoring and reporting of economic development budgets forecasts and respective performance measures.
7. Other tasks/projects as may be delegated from time to time.
8. Contribute to Council Civil Defence duties if required.
9. Commit to organisational Health and Safety policies and guidelines and as defined by the Health and Safety Act.

## **PERFORMANCE OBJECTIVES**

1. Develop and implement the economic development strategy and action plan for Central Otago.
2. Oversee and help deliver on the economic development strategy.
3. Regularly review and update the economic development strategy and action plan.

4. Ensure that the economic development strategy is clearly understood by the community at large.
5. Monitor and research trends and issues related to sustainable economic and business development, regional development and industry development.
6. Evaluate government policies and programmes to determine their contribution to sustainable development in Central Otago district.
7. Develop and support the growth of business networks in Central Otago.
8. Assemble a comprehensive overview of the activities and resources that make-up the Central Otago economy and assist with business and make their information unduly available.
9. Identify job growth opportunities and impediments to growth with key sectors.
10. Identify projects, partnerships and liaisons that will ensure better sustainable utilisation of Central Otago's resources.
11. Ensure that the economic development strategy is clearly understood by the community at large.
12. Monitor and research trends and issues related to sustainable economic and business development, regional development and industry development.
13. Evaluate government policies and programmes to determine their contribution to sustainable development in Central Otago district.
14. Develop and support the growth of business networks in Central Otago.
15. Assemble a comprehensive overview of the activities and resources that make-up the Central Otago economy and assist with business and make their information unduly available.
16. Identify job growth opportunities and impediments to growth with key sectors.
17. Identify projects, partnerships and liaisons that will ensure better sustainable utilisation of Central Otago's resources.
18. Keep the chief advisor informed on key issues, and projects arising at appropriate intervals.
19. Maintain a close working relationship with the business community.
20. Maintain a close working relationship with all Council staff.
21. Maintain a close working relationship with Community groups.
22. Maintain effective working relations with Elected Members, the Mayor and Chief Executive Officer.
23. Build and foster positive and productive relationships, both within the district (key industry sectors including Otago Chamber of Commerce and industry) and outside of the district (Ministry of Economic Development, Trade New Zealand, WINZ etc)

<b>DELEGATIONS</b>
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Makes decisions within the authority delegated by the Chief Executive Officer and the Chief Advisor.

## RELATIONSHIPS

### External

Government Departments  
Contractors  
Other Economic and Business  
Development Agencies  
Economic and Business Development  
Consultants

### Internal

Chief Executive Officer  
Chief Advisor  
Executive Team  
Elected Members  
All Staff

## PERSONAL QUALITIES AND QUALIFICATIONS

### Essential Experience and Qualifications

- Commercial business experience with a proven track record or equivalent economic background, particularly in relation to product development, marketing, networking and facilitation, and the development needs of small businesses
- A good knowledge of central government policies and programmes in the economic development area.
- Knowledge of tourism, pastoral farming, horticulture and viticulture would be an advantage.
- An appropriate University qualification.

### Personal Qualities

- Highly developed presentational, report writing, advocacy and communication skills, capable of building shared vision.
- Exceptional inter-personal skills including tact, patience and the ability to work in occasionally frustrating circumstances. A sense of humour would be a decided advantage.
- Be able to provide and facilitate imaginative and innovative solutions to problems.
- Be able to share information and ideas with economic development colleagues in other local authorities and central government agencies as well as other senior managers within council.
- Team member with a willingness to work closely with other members of the team.
- The ability to create and maintain an extensive and representative network of contacts.
- Ability to analyse statistic and economic data.
- Be able to relate to, and communicate with, all members of the community.
- Energetic self-starter
- Habitual goal setter and achiever.
- Professional integrity.

## CORPORATE VALUES PROPOSITION



**OUR WAY**

# **COURAGE TO BE THE BEST IN EVERY WAY EVERY DAY**

## **What we mean**

**COURAGE** is demonstrated strength, commitment and desire by you and the team

**BEST** is better than good, the best you and we can be; effective, efficient and responsible

**EVERY WAY** is everything you and we do, say and deliver

**EVERY DAY** is all of the time, on the good days and through the tougher times



**OUR WAY IS**  
Epic Customer Experience  
Clear Expectations of the Individual  
Amazing Organisational Performance  
Clear Sense of One Team and a Shared Purpose