

Love life, love the Coromandel

Strategic Economic Development Advisor



GROUP

Economic Development and Communications

REPORTS TO

Economic Development and Communications Group Manager

ROLE PURPOSE

To coordinate the Council efforts to identify and attract support for economic development initiatives that will benefit the Coromandel.

COUNCIL'S VISION



We will provide quality services and facilities, which are affordable, and delivered with a high standard of customer service.

We will be a good community citizen through our support of community organisations, economic development and the protection of the environment.

The Coromandel Peninsula is a desirable place to live, work and visit.



KEY RESULT AREAS

Area of Responsibility	Summary of Activities
<p>Partnership Development</p>	<p>Identify and develop partnerships with key national stakeholders, including central government and industry.</p> <p>Seek out opportunities for Economic Development in association with regional partners, including Waikato Regional Economic Development Agency and Auckland Tourism, Events and Economic Development (ATEED)</p> <p>Work with neighbouring Councils to set shared priorities and work together strategically and tactically to maximise the benefits from the work of Waikato Means Business and similar ED agencies..</p> <p>Identify and attract alternate sources of funding to deliver initiatives to support the economic development of the District and to support other groups in doing so.</p>
<p>Relationship Management Ensuring local, regional and national relationships are well managed</p>	<p>Develop key relationships with national, regional and local key stakeholders to ensure strategies and policies reflect strategic developments</p> <p>Broker relationships that deliver economic benefit</p> <p>Participate in regional and national economic groups as a representative of TCDC.</p> <p>Provide support and advice on Council funding applications to the Provincial Growth Fund, Tourism Infrastructure Fund, and other funding sources.</p> <p>Advocate Council's strategic direction and overall economic development policies in forums such as proposed regional and coastal plans and strategy processes, parliamentary select committee submission and hearing processes, and the Hauraki Gulf Forum and before community, iwi and other stakeholder groups.</p>
<p>Strategic planning and policy development</p>	<p>Contribute to the design and development of economic development strategic planning for TCDC.</p> <p>Influence policy and strategy development both within Council and with external agencies.</p> <p>Commission and carry out research which will track, monitor and evaluate the performance of the economy and will assist in the identification of appropriate mechanisms and initiatives to support the development of the District.</p> <p>Report back on a quarterly basis on projects and relationship management outcomes to provide evidence and measure successes that the TCDC's Economic Development department has been involved in.</p> <p>Implement the Council's policies and strategies for economic development and economic development initiatives, as set out in the Economic Development Strategy.</p> <p>Be aware of proposed legislation, strategies and plans that may impact the district</p>

Area of Responsibility	Summary of Activities
<p>Operational support</p>	<p>Provide leadership to stimulate economic development initiatives.</p> <p>Work with key internal teams to co-ordinate and integrate proposals for servicing areas of potential growth ahead of development pressures</p> <p>Support external partners in developing proposals and planning documentation in support of economic development to benefit the District.</p> <p>Develop planning, reporting and financial documentation in support of Council's strategic plans for economic development.</p>
<p>Organisational Support</p>	<p>Participates in Emergency Management activities.</p> <p>Approved procedures, information systems and policies are documented and complied with.</p> <p>Develop and maintain professional knowledge and contacts.</p> <p>Participate in council's performance development programme.</p>
<p>Occupational Health and Safety</p> <p>Take all reasonably practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with TCDC's Health and Safety Policy.</p>	<p>Hazards are identified and control measures followed.</p> <p>Work-related accidents, incidents and illnesses are reported.</p> <p>Emergency Procedures are followed.</p> <p>Actively participates in improvements to, and ongoing management of health and safety in the workplace.</p> <p>Personal protective equipment is worn/used correctly, including as required to comply with requirements of contractor controlled work sites.</p> <p>Safe work practices are demonstrated.</p>

VALUES



I make it happen with integrity, innovation and team work



COMPETENCIES

A successful Strategic Economic Development Advisor at TCDC will demonstrate the following competencies:

- **Organisational awareness;** Utilises a broad understanding of social and economic environments within which the organisation operates to the betterment of TCDC and customers/stakeholders. Ensures due diligences by keeping informed of business and operational plans and processes. Operates successfully in a variety of social, political and cultural environments.
- **Time management;** Is an expert on efficient use of time and energy of self and others.
- **Teamwork;** Coaches and develops team members in fulfilling their current and future roles.
- **Decision-making and problem-solving;** Skilfully probes all appropriate sources; demonstrates advanced skill and keen insight in gathering, sorting, and applying key information. Demonstrates deep resolve and resilience throughout the process. Identifies the appropriate level of inclusion indicated; builds and leads coalitions and teams to facilitate the work when indicated.
- **Communication;** Uses plain talk to explain complex or technical concepts. Varies content, style, and form to suit the subject, purpose and the needs of a diverse audience. Regularly produces communications and verbal presentations that positively affect attitudes and beliefs through inspirational and timely messages.
- **Understanding needs and meeting expectations;** Establishes and nurtures relationships with stakeholders, regularly inviting feedback and suggestions.
- **Integrity and trust.**
- **Results oriented;** Defines their work in terms of results, and pursues those results with energy and drive.
- **Financial management;** Recommends financial strategies linked to organisational goals and plans, and uses financial information to support organisational goals.
- **Managing relationships;** Responds and relates extremely well to people in all positions, initiating and maintaining relationships inside and outside the organisation and field of expertise, often in difficult situations.
- **Cultural awareness;** Knows how to address issues that impact on Maori, as parties to the Treaty. Provides services to Maori with sensitivity, understanding and respect for clients' culture. Works in a way that enhances consultative relationships with Maori and acts on opportunities to actively engage with Maori.

EXPERIENCE / QUALIFICATIONS

- Tertiary qualification in a relevant field is required.
- Experience of establishing and maintaining productive relationships at the highest level.
- Successful advocacy at Central and Regional government levels.