



**JOB DESCRIPTION**  
**Approved Month March 2024**

**Title & Reporting Relationships**

**Position Title:** Senior Advisor Sectors and Business Sustainability

**Grade:** SP 19  
*\*appointment will be made pending skills, experience and the organisational needs at the time*

**Reports to:** Economic Development Manager

**Direct Reports:** Nil

**Indirect Reports:**

**Delegated Authority** **Financial:** This position holds a financial delegation of \$10,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy.

**Purpose of the Group and the Position:** The **Strategy and Growth Group** comprises: Strategy; Research and Policy; Strategic Development; and District Planning.

The Group is responsible for the policy, research and strategy work program, district planning, our response to coastal erosion, strategic property matters, strategic growth initiatives, strategic housing matters, and economic development including tourism support activities. The teams within this Group will work collaboratively together and across the organisation to ensure effective and fit for purpose research, policy formulation, and strategic planning.

Within this Group the Senior Advisor Sectors and Business Sustainability role works within the Economic Development team to provide leadership and support for the Food and Beverage Sector, and other emerging sectors over time as required. The role contributes to the implementation of the Economic Development Plan by identifying opportunities and making connections happen across a variety of focus areas, including project implementation, business support, business engagement events, access to sector specific knowledge and local, regional and national partner connections. This role also leads initiatives with businesses and their networks to

enhance environmental sustainability practices through the Pakihi Toitu o Kāpiti initiative.

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

**Internal Customers:**

- Economic Development Manager
- Economic Development Team
- Strategic Development Director
- Group Manager, Strategy and Growth
- Members of the wider S&G Group
- Staff from other Council teams
- Elected members

**External Customers:**

Including but not exclusive to:

- Food & Beverage Cluster
- Pakihi Toitu o Kāpiti business sustainability network
- Economic Development Kotahitanga Board
- Mana whenua representatives
- Chamber of Commerce
- Funding providers/ Trusts / Business Start-up agencies
- WellingtonNZ
- Other Business Groups / Networks
- Other local authorities
- Central government and other agencies

### **KEY RESPONSIBILITIES AND OUTCOMES**

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

### **Functional Key Requirements**

- Support of the economic development strategy implementation, lead or participate in major projects and lead or assist with the development and implementation of key work programmes as required by the manager.
- Lead the writing of reports, proposals and policy advice in your areas of responsibility to secure Council and Economic Development Kotahitanga Board support.

- Lead the implementation of the Kāpiti Food & Beverage Industry Gameplan bringing together the necessary expertise to achieve agreed milestones and report monthly internally and externally.
- Lead future programme and milestone development for the F&B Cluster building the necessary relationships and engagement across the sector and other sectors.
- Apply the body of knowledge from the F&B Cluster development process to support or lead the development of other Clusters.
- Lead the ongoing programme development and support activities of the Pakihi Toitu o Kāpiti Sustainable Business Network in Kāpiti in conjunction with other Council teams.
- Provide support to businesses as well as managing contracts, policy implementation, projects and initiatives deliverables in line with Council's economic development strategy and policies.
- Provide liaison for business customers seeking economic development services, business and film enquiries, and advocacy within Council.
- Develop and maintain economic development relationships with business sector and governance groups, operational business networks and functions with local and regional business communities and organisations (e.g. Wellington NZ, Chamber of Commerce, KEDA, and others as agreed with the manager).
- Monitor and maintain economic insights and business information on our websites, newsletters, and channels, relevant to the Kāpiti Coast District and the Council as part of our support for business growth and investment.
- Provision of general support to the wider Economic Development team, including overseeing the development of the bi-monthly business newsletter, and the undertaking of Business sector analysis and profiling.
- Working across all other teams to build internal strength and support / knowledge.

#### **Personal Key Results**

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

#### **Health and Safety**

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- Reporting any risks and/or hazards you become aware of in the workplace;
- Observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and

- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

### **Essential Skills, Knowledge and Experience**

- Relevant experience in a similar role and a relevant tertiary qualification.
- Previous experience in local or central government with particular experience working with businesses and sectors.
- Working with Clusters or networks of businesses.
- Experienced in project management, in particular with economic development focus across business, local and central government relationships
- Demonstrated effective relationship management skills with the ability to build and maintain effective, professional working relationships based on trust and reliability with key stakeholders, in particular businesses, central government agencies and iwi.
- Effective interpersonal skills with a demonstrated commitment to customer service and ability to work effectively with a wide range of people (internal and external).
- Demonstrated good judgement and political awareness.
- Demonstrated ability to effectively communicate with a wide range of people, including the ability to effectively deliver presentations which are well received and understood.
- Understanding and awareness of tikanga Māori, Māori perspectives and issues relevant to Māori.
- Effective writing skills with demonstrated experience drafting formal business case documents for decision making.
- Intellectual ability, problem solving and analysis, decision making, management and design of complex projects, persuading and influencing, plain English writing and presentation skills.
- Sound level MS Suite applications (i.e. Word, Excel and Outlook).
- Ability to demonstrate a high level of motivation with initiative and be able to provide policy options which are both creative and pragmatic and meet statutory requirements.
- A current and valid NZ Driver's Licence.

### **OTHER INFORMATION**

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

#### **Te Tiriti o Waitangi**

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

**Civil Defence, Emergency Management and Business Continuity Duties**

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

**Performance Review**

Performance in this position will be assessed in terms of an agreed performance plan.

## JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values.</li> <li>• Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions.</li> <li>• <b>People Leaders</b> are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice.</li> <li>• Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams.</li> <li>• Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards.</li> <li>• Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.</li> </ul>
<b>Legislative Compliance</b>	<ul style="list-style-type: none"> <li>• Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.</li> <li>• Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure Council processes and procedures are complied with.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.</li> <li>• Always maintain confidentiality.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.</li> <li>• Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.</li> <li>• Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.</li> <li>• Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Ensure all financial activity is conducted in accord with current policy and procedures.</li> <li>• Ensure you work within your financial delegation.</li> </ul>
<b>Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.</li> <li>• Review, monitor and report on activity or projects as required by the manager.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Build and maintain effective professional working relationship with all key stakeholders.</li> <li>• Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.</li> </ul>