

**JOB DESCRIPTION**  
**March 2026**

**Title & Reporting Relationships**

<b>Position Title:</b>	<b>Business and Industry Lead</b> Needs Te Reo translation once title confirmed
<b>Grade:</b>	SP 17-19 <i>*appointment will be made pending skills, experience and the organisational needs at the time</i>
<b>Reports to:</b>	Manager Business Innovation
<b>Direct Reports:</b>	Up to 5 project / programme based reports
<b>Indirect Reports:</b>	As may be required pending the nature of a project or specific section of work programme
<b>Delegated Authority</b>	<p><b>Financial:</b> 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.</p> <p><b>Human Resources:</b> This position holds a delegation at Level D</p>
<b>Purpose of the Group and the Position:</b>	<p>The <b>Strategy and Growth Group</b> houses the Council’s sustainable development functions ensuring that there is a collective drive for ‘good growth’ in Kapiti.</p> <p>Overall, the Group is responsible for the strategy and policy, research and urban planning (including district planning), venture and investment matters, strategic housing and development matters, and economic development; and consenting (resource consents, building team including approvals, inspections, and LIMs). The teams within this Group work collaboratively together and across the organisation to support sustainable growth and development; including support of the CDEM Recovery function, in the event of a significant emergency (working alongside our Response functions which are homed in the Infrastructure and Asset Management Group).</p> <p>Reporting directly to the Business Innovation Manager, the Business and Industry Lead is a key leadership role in the local regulatory system which covers ‘design’, ‘delivery’ and ‘understands’ functions to ensure local regulation is effective.</p>

The role is a key coordination point for our regulatory function with business to ensure that the impacts of regulatory activities on local business is well understood, and that regulatory matters important to business are well understood by Council.

This role supports the growth in capability and capacity in emerging sectors to ensure business is supported to thrive across the district. The role will facilitate the establishment and maturity of sector groups including industry clusters, business associations and networks with an aim to establish centres of innovation/excellence and ensure a business-led approach over the medium to long term.

Specifically, this role will support activity across existing clusters including the Tourism, Food & Beverage, Tech, and the Creative sectors, with new clusters to be established as agreed with the Strategic Development Director and GM Strategy and Growth.

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

**Internal Customers:**

- Group Manager, Strategy and Growth
- Director, Strategic Development
- Manager, Business Innovation
- Senior Leadership Team and Chief Executive
- Other Managers and team members across the wider Strategy & Growth Group
- Communications team
- Other staff and managers from across Council teams.

**External Customers:**

- National, regional and local businesses
- Key economic development and growth partners (including but not limited to CreativeNZ, WellingtonNZ, MBIE, MPI, NZ Trade & Enterprise)
- Our iwi partners - Te Ati Awa ki Whakarongotai, Ngāti Toa Rangatira, and Ngā Hapu o Ōtaki
- Kāpiti Business Chamber, Business Associations and business networks
- Greater Wellington Regional Council, and staff in other local authorities and government
- Residents, ratepayers and community groups
- Other stakeholders.

## 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 Technical Skills**

- Support the effective operation of the local regulatory system, providing insights around areas and opportunities for business innovation. Support of the coordination of economic development leadership in Kāpiti and support the implementation of the Kāpiti Coast Economic Development strategy. Key areas will include fostering a resilient Kāpiti Coast economy based on productive and innovative clusters that are environmentally sustainable and future focussed.
- Develop and implement, once agreed by the Director Strategic Development and GM Strategy and Growth, a work programme for Business and Industry sectors.
- Develop and maintain effective working relationships with local businesses, clusters, associations and networks as agreed with the Manager Business Innovation, Director Strategic Development and GM Strategy and Growth. This will include any local leadership settings that are in place for economic development, growth, and capability building
- Represent Council on issues related to business and industry, where agreed with the Director Strategic Development and GM Strategy and Growth. Design, implement and lead industry cluster development to ensure each cluster matures and becomes progressively self-leading.
- Facilitate internal and external business discussions regarding business and industry opportunities, as prioritised with the Manager Business Innovation, Director Strategic Development and GM Strategy and Growth. This will include crafting business case proposals and/or assessing the feasibility of business case proposals; and leading out on events related to industry clusters and building sector capability and capacity.
- Lead out on implementation of the Business Innovation “standardised process”, in line with agreement from the Manager Business Innovation, to support Business and Industry productivity and innovation. Ensure good project management of events and projects related to this work.
- Lead out on sector events and training, in line with agreement from the Manager Business Innovation, to support Business and Industry productivity and innovation.
- Engage and participate in external networks to understand stakeholder intentions, strategies, and plans as they relate to opportunities for Kapiti.
- Provide regular updates to key stakeholders, including the Director Strategic Development and GM Strategy and Growth.

### **Leadership**

- Provide leadership in engagement with external and internal stakeholders and manage community engagement projects.
- Provide leadership and oversight of the Business and Industry work programme.
- Ensure that policy development is well founded within a strong evidence base and,
- Proactively assist the Manager Business Innovation in the following:
  - Identifying future trends and what this may mean for business and industry in Kapiti.

- Help other Council staff relate their current work to the broader medium to longer term outcomes and how their work impacts business and industry opportunities.
- Proactively support team effectiveness through establishing and maintaining an effective performance culture within the team, including the fostering of a teamwork approach to the delivery of both the team's and the Group's outputs, and providing assistance with the identification of training and development as appropriate.
- Supporting and providing mentoring to staff to help develop their knowledge/ understanding or work experience.
- Effectively manage day to day work outputs and timeframes.
- Providing backup/cover for team members.
- Being a role model for the delivery of consistent high customer service levels to internal and external customers.

### **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 safe work methods, identifying workplace hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

Expectations of staff responsibilities for health and safety include but are not exclusive to;

- Visibly demonstrating to colleagues and stakeholders that good health and safety practices are an integral part of the Council culture
- Integrating health and safety requirements and expectations into daily business making decisions
- Proactively monitoring the resources required achieve agreed health and safety performance targets
- Reviewing health and safety performance with an inquiring mind, looking to understand and gain insight and assurance that risk is being effectively managed and balanced along with other Council priorities
- Hold self to account through setting clear expectations and performance goals that enable each person to contribute towards making Council a safe and healthy place to work.

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

- Experience in multi-faceted or complex business environment with multiple customer and stakeholder expectations.
- Bring a business ecosystems approach, with evidenced experience in advising senior officials or equivalent.
- Proven commercial, economic development and analytical skills, and the ability to provide well-considered, robust advice.
- Excellent communication skills, both oral and written.
- Proven relationship management experience, with a strong commitment to customer service and a demonstrated ability to effectively communicate and work with a wide range of business, investors and stakeholders.
- Skilled at negotiating and influencing a wide range of people both within and outside the organisation.
- Ability to identify opportunities and synergies, and to integrate these through the effective engagement of stakeholders.
- Experience or interest in supporting Maori business development and entrepreneurship.
- Highly effective project management skills and the ability to effectively prioritise work.
- Ability to demonstrate a high level of motivation with initiative and to be able to provide solutions which are both creative and pragmatic.
- Sound business case development skills.
- Proven ability to manage information from multiple parallel work streams, and to integrate them to form an overall view of issues.
- Sound ability to think long-term and take a broad regional perspective when making decisions and recommendations.
- Experience at providing an evidence-based approach and effectively obtaining, organising and analysing information.
- Good understanding of processes within local government, government, private sector funders, and potential partners in the context of local government operating settings.
- A tertiary qualification in a relevant area of expertise (e.g. business, finance or economics preferred).
- Sound level of MS Suite applications (i.e. Word, Excel and Outlook).
- A current and valid NZ Driver's Licence (preferred but not essential).

## 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></ul>
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	<ul style="list-style-type: none"> <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> <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>
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