



ECONOMIC DEVELOPMENT MANAGER

SOUTH WAIKATO DISTRICT COUNCIL

March 2025

VISION

A thriving community and robust economy that outpaces the rest of NZ

GOALS

- 1. More people own their own home than ever before*
- 2. More people participate in community activities and events than ever before*
- 3. No waste or rubbish leaves the District*
- 4. Our economy grows faster than anywhere else in the country*
- 5. All our young people are in education or employment*

POSITION DESCRIPTION

Economic Development Manager

To identify, plan and support the delivery of sustainable economic development outcomes within the South Waikato district that raise the opportunities and living standards of its communities, within a local government context. To collaborate with key regional and local stakeholders to deliver an integrated and holistic range of interventions; investments and strategies designed to optimise outcomes across a wide range of economic and social measures. Work with the existing business community and district wide Business Association to facilitate growth in sustainable employment. Manage investment enquiries from enterprises considering the district. Manage discrete projects aligned to key workstreams and priorities of Economic and Community Development Group. To develop, deliver and report on economic development activities across the South Waikato District in accordance with Councils strategic directions.

POSITION SIZE:

REPORTS TO: Head of Economic and Community Development

GROUP: Delivery

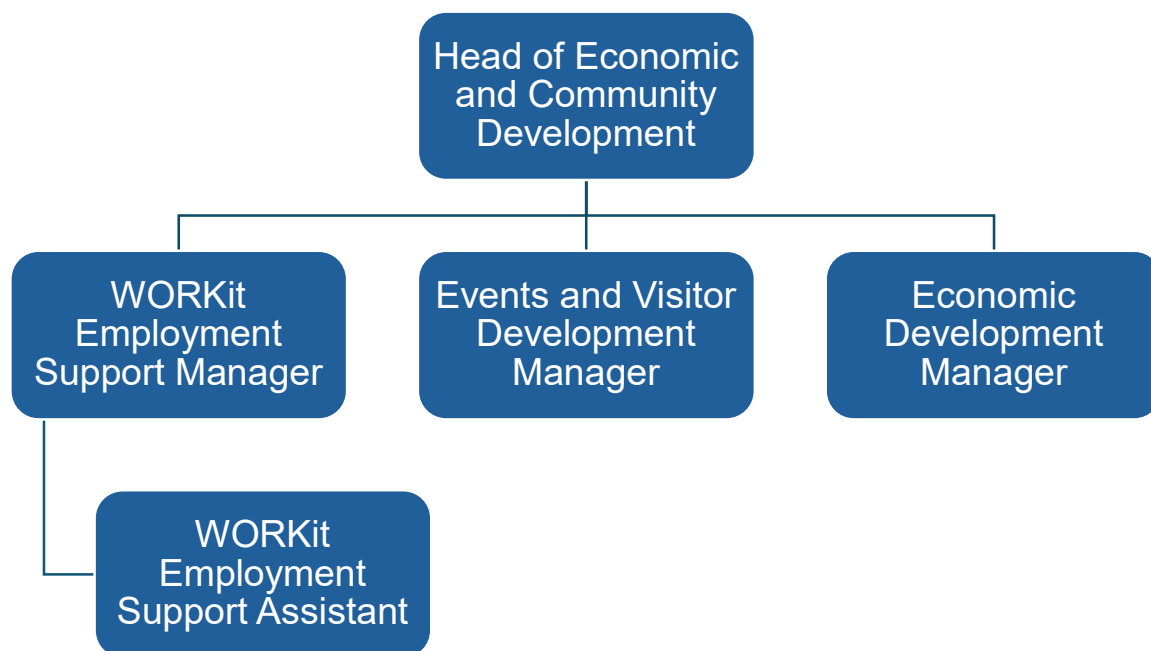
POSITION APPROVAL: Executive Manager – Delivery

NUMBER OF DIRECT REPORTS: None

TENURE: Full time, fixed term

FINANCIAL DELEGATION: \$15,000

TEAM STRUCTURE



ACCOUNTABILITIES & OUTCOMES

ECONOMIC AND COMMUNITY GROWTH ACTIONS

Support net growth in employment and the establishment of new enterprises within the South Waikato District. Manage the delivery of sustainable economic, growth. Projects are identified, scoped and lead collaboratively to successful completion. Support and facilitate the growth and employment opportunities within local business community.

STRATEGY

Align workstreams to deliver objectives of Long-Term Plan 2024-34 and Economic Development Plan 2023. The preparation of strategic economic development documents meets generally accepted good local government engagement practices.

MONITORING AND REPORTING

Opportunities are identified to improve, act upon or refocus council economic development actions associated with changing economic data/trends. Regular reporting of information and trends relevant to the economic development performance of the District to Council and/or the relevant Council committee.

EXTERNAL FUNDING SUPPORT

Identify and actively pursue grants and external funding to enhance economic development. Submit business cases for new Council projects to be considered by funders. Engagement with relevant government ministries occurs resulting in increased government funding/resources being directed into the South Waikato District.

RELATIONSHIPS AND NETWORKS

Build strong relationships with key economic development stakeholders. Represent the South Waikato District Council and work with regional economic development stakeholders on local, regional and national projects.

FINANCIAL MANAGEMENT

Manage external funding received and organisational budgets prudently. Financial management occurs within the financial delegation associated with the role.

ABOUT YOU

REQUIREMENTS

Tertiary qualification relevant to achieving economic development, business and/or marketing outcomes

Minimum of 5 years' experience in an economic development or closely related role

Experience of working within a private sector business

Previous budget and financial management experience

ABILITIES

- ✓ Proven ability to listen and establish strong working relationships/partnerships.
- ✓ Excellent communication skills.
- ✓ Project management skills including and ability to manage on time, budget and quality.
- ✓ A proven ability (with evidence of past achievement in this area) to deliver varied tasks efficiently and to budget.
- ✓ High levels of competency in the Microsoft office suite of applications.
- ✓ Initiative and an ability to 'get on with the job'.
- ✓ An ability to think laterally and strategically to find creative solutions while accepting and delivering on direction from management/elected members.
- ✓ Strong customer service attitude and drive.
- ✓ A true desire and commitment to create economic growth for the long-term benefit of the South Waikato District.
- ✓ An ability to write economic development related policies and reports appropriate for the local government environment.
- ✓ Political acumen.

BEHAVIORS



Signed: Dated:

NAME