

Economic Development Officer



Mackenzie
DISTRICT COUNCIL

Position Description

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Position:	Economic Development Officer
Reports to:	General Manager Corporate, Commercial and Planning
Location:	Fairlie
Department	Corporate, Commercial and Planning
Business Unit:	Corporate Services
Role Family:	Technical / Expert roles

Customer Relationships:	Who:
➤ External	➤ Mackenzie businesses ➤ South Canterbury Chamber of Commerce ➤ Council Economic Development Agencies ➤ Federated Farmers ➤ Mackenzie Tourism Industry Assn ➤ Event Organizers ➤ Developers ➤ MBIE and other Government Agencies and other local authorities ➤ Iwi / Papatipu Rūnanga / Mana Whenua
➤ Internal	➤ Executive Leadership Team ➤ Elected Members ➤ Mackenzie Tourism (RTO) ➤ Planning ➤ All other Mackenzie District Council employees, particularly: Property, Pukaki Airport, Community Development, Parks Facilities and Places

Position Contribution:

The position of Economic Development Officer (EDO) is to champion, facilitate and lead initiatives and projects to enhance the economic development of the Mackenzie District. This includes a key role facilitating information and actions that address issues in the district such as housing, destination management, business development and growth, infrastructure funding, climate change preparation and adaption, as well as issues facing key

industries including tourism and agriculture. The role should be a key point of contact for local businesses who are seeking economic development advice.

This role will require active involvement with a range of businesses, entities and groups (including the Regional Mayoral Forum Economic Development Group, the SC Chamber of Commerce and Mackenzie Business Reference Group, Mackenzie Tourism Industry Assn, Federated Farmers and other regions' Economic Development agencies). Accordingly, the role requires excellent relational skills, maintaining strong feedback loops between Council and Mackenzie businesses and business groups.

The incumbent must work hand in hand with Mackenzie Tourism (RTO) as well as other related Council functions such as Property, Planning, Pukaki Airport, Parks Facilities and Places, and Community Development.

It is critical the Economic Development Officer is up to date with external funding opportunities and can deliver relevant economic data, statistics and forecasts for Council and Mackenzie businesses and business groups, to best support the economic activity of the Mackenzie District.

The Mackenzie District Council is focused on the delivery of best practise and innovation, collaboration and embracing kaitiaki principles in all that it does.

Scope:	Dimensions:
Delegated levels of authority	Refer to MDC Delegations Manual
Span of Control	Nil

Expected Outcomes:	Primary Areas of Responsibilities / Measures:
Facilitate and Enhance Economic Development in Mackenzie District	- Facilitate and encourage initiatives to enhance economic development in the Mackenzie District including working with Council's property, planning and commercial teams. - Assisting with liaison and co-ordination with economic development related activities of external agencies - Own the creation, implementation and ongoing management of economic development strategies and plans - Contribute an economic development lens to, and follow the organisation's governance, plans, policies, projects and initiatives and strategies.
Liaison and Cooperation with Mackenzie Business Community	- Provide business support services and valued input to local businesses and business groups in the Mackenzie District. - Manage, coordinate and attend business group meetings and projects. - Facilitate and assist with identified projects and actions to support businesses and business groups. - Develop and maintain relationships with a wide range of Mackenzie District businesses, including key industries such as agriculture and tourism.

	• Feedback and link regional initiatives to Council and Mackenzie businesses and business groups • Lead and co-ordinate the delivery of programmes/tasks by the SC Chamber of Commerce under its agreements with Council, and attend meetings of the Mackenzie Business Reference Group
Housing	• Provide a key resource to drive and co-ordinate Council's assistance/facilitation and leadership of housing related initiatives in the district, collaborating with other Council teams. • Be a member of the Mayoral Forum Housing Working Group, within the Economic Development Group • Provide a key resource for informing and liaising with government agencies to seek housing improvements for the district
Develop Tourism, Events and Destination Management in association with Regional Tourism Organisation (RTO) Team	• Work very closely with Mackenzie Tourism, the Council's RTO team and General Manager, to support marketing related initiatives with further council resource and expertise. • Provide a valuable and respected resource and advisor to the RTO team, tourism groups and operators in the Mackenzie District. • In support of Mackenzie Tourism, be a champion and resource for Destination Management in the Mackenzie District by providing resources and leadership • Work in with Mackenzie Tourism to attract new events into the district
Represent Mackenzie District Council at Regional Meetings and additional sub committees	• Attend and contribute to Canterbury Regional Mayoral forum groups and projects including economic development and climate change. • Be a member of the Mayoral Forum Economic Development Forum Group • Provide a valued input to regional groups and initiatives • Feedback and link regional initiatives to Council and Mackenzie businesses and business groups.
Collaboration with Economic Development Agencies	• Be the Council's liaison, and seek collaboration opportunities with other EDOs/EDO agencies • Maintain up to date understanding of economic development activities relevant to the Mackenzie District and collaborate on initiatives and projects that benefit the Mackenzie District. • Identify and implement joint projects or actions with other economic development agencies. • Be the main contact point and co-operate with ED agencies/council in Timaru/Waitaki and further afield
Funding Opportunities	• Keep up to date on external funding opportunities benefitting the local economy and assist with funding applications.

	• Actively explore and assess relevant external funding sources. • Promote and communicate opportunities to both Council and Mackenzie businesses.
Economic Data	• Produce a comprehensive source and presentation of relevant economic data, statistics and forecasts for Council and Mackenzie businesses and business groups. • Continuously analyse and source relevant information to develop and improve economic data collection for the Mackenzie District
Climate Change Preparation and Adaption	• Attend and be part of the Mayoral Forum's Climate Working Group and its projects. • Lead the co-ordination of a Climate Change focus into the operations of planning, maintenance and renewal of work for both Council and the Mackenzie District community (especially local businesses) • Support Community Climate Change based projects
Health and Safety	• Demonstrate behaviour that endorses safety as a core value of the business and promotes a positive health and safety culture at Mackenzie District Council. Show authentic commitment to continuous improvement to Health and Safety policies and procedures. • Ensure compliance with responsibilities under the Health and Safety at Work Act (2015) and any amendments. • Ensure that any contractors engaged by the Corporate Services business unit are 'Health and Safety Approved' and all activities are undertaken in accordance with Mackenzie District Councils Health and Safety Management system and related procedures. • Actively participate in the hazard identification and risk management process and report all accidents, incidents and near misses in a timely manner through the online reporting system (MackSafe / Assure). • Raise any health and safety related issues or areas of concern with manager or Health, Safety and Wellbeing representative as soon as possible. • Engage in any Health, Safety and Wellbeing related training and complete all applicable course work. • Maintain, update, and disseminate Health and Safety material as may be relevant to their area of work. • Regular contribution to Health and Safety discussions within your business unit. • Support and co-operate with the Happy Healthy and Safe Committee and Health and Safety Representatives. • Carry out safety observations, inspections and audits when required. • Ensure compliance with requirements of the Motor Vehicle Policy.
Mackenzie District Council Policies, Procedures, Processes and Guidelines	• Understand, be familiar with and comply with all Council policies and procedures. • Providing pro-active input to District plan reviews and planning processes

	• Providing a view and input into key projects when and where required
Self-Development / Ongoing / Professional Learning and Development	• Continue to develop your skills, knowledge and experience. • To build and maintain professional knowledge of Economic Development. . • Develop ability to summarize the Council's District Plan to a business audience, at a level only exceeded by the planning team.
Emergency Operations Centre	• To be actively involved in Civil Defence Emergency Management when required. • To assist or fulfill the role of Public Information Manager role as required.
Confidentiality and Record Keeping	• Ensure that all records are saved to the EDRMS. • Ensure that any confidential information that may be acquired, either directly or indirectly, is tagged and classified correctly, and is to be treated appropriately.

The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Key responsibilities may be amended from time to time following consultation. The position holder may also be required to perform duties outside of their normal responsibilities as and when required.

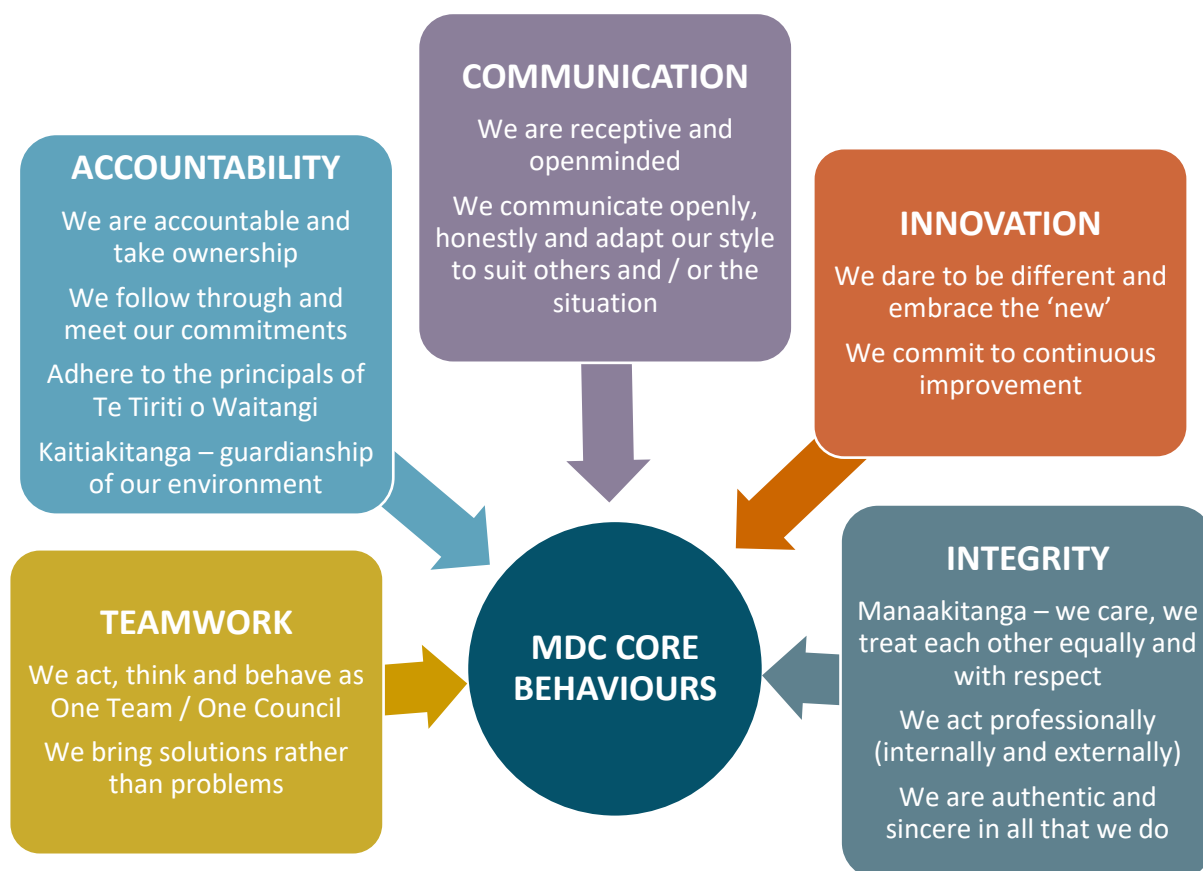
Qualifications, Technical Skills, Knowledge and Ability:

- Degree in Business, Economics or other relevant qualification, or equivalent experience
- Experience with a proven track record in economic development and / or commercial business.
- Project management experience with demonstrated ability to apply project management principles
- A good knowledge of central government policies and programmes in the economic development area.
- Experience in seeking out and taking advantage of funding opportunities
- Demonstrated experience in working within a Microsoft Office environment, a high degree of computer literacy and advanced keyboard skills.
- A high standard of verbal and written communication skills.
- Strong and proven interpersonal and relationship skills, including with businesses.
- Proven ability to manage time and workload.
- Ability to work well in a team environment and support colleagues to ensure collective success.
- Able to demonstrate a commitment to and respect for Te Tiriti o Waitangi and its principles and incorporate these into your work.

Our Values:

	<i>Integrity</i> Integrity is essential in local government because it is the cornerstone to build and maintain trust and confidence in public organisations, safeguard the public interest and promote high standards of behaviour.
	<i>Community Focused</i> We believe in being community-focused as this is essential for ensuring that the needs and desires of the community are heard and addressed, building trust and collaboration between the community and local government, promoting economic development, and improving the quality of life for all citizens. We do this by providing better service delivery for higher community satisfaction, and increasing trust in government.
	<i>Collaborative</i> Collaboration is important to us at the Mackenzie District Council as it leads to increased productivity, better problem-solving, and improved employee satisfaction. We work with key stakeholders to build trust and develop relationships that lead us to solutions that will leverage the strengths of our Treaty partners and stakeholders.
	<i>Responsive</i> Agility is important to us because it will enable our communities to adapt to changing circumstances and respond quickly to new opportunities. • Faster response times: Ability to respond more quickly to changes in the market, customer needs, and technology. This allows us to stay ahead of the competition and take advantage of new opportunities. • Improved innovation: Agility fosters a culture of learning and systems thinking. • Better customer satisfaction: Delivery of products and services that meet or exceed customer expectations, and higher levels of satisfaction. • Increased efficiency: Optimise processes and resources, reducing waste and increasing efficiency. • Greater resilience: Better equipped to handle unexpected challenges and disruptions, such as natural disasters, cyberattacks, or economic downturns.
	<i>Forward Looking</i> Be forward looking taking a long-term view allows us to anticipate future needs, manage resources effectively, and promote sustainable development for future generations. It also helps to address complex challenges such as climate change, growth. Ensure that we consider the long-term consequences and impacts of threats and opportunities, integrated proactive solutions can be developed.

Our Core Behaviours – Expected of all our Employees (Linked to our Values):



Job Family specific Behaviours:

Achieving Results	Sets challenging goals for oneself that assist with professional and personal development and growth, understands performance expectations, effectively manages own time and resources to ensure tasks and responsibilities are completed effectively, efficiently, safely and to a high standard. <u>Core Behaviours:</u> • Sets performance standards and goals. • Prioritises • Ensures high quality output. • Delivers • Leverages resources • Celebrates successes and achievements
Customer Focus	Understands the customers of MDC and effectively meeting their needs, builds productive customer relationships and takes responsibility for customer satisfaction. <u>Core Behaviours:</u> • Establishes effective relationships. • Clarifies the situation.

	• Takes action. • Ensure customer satisfaction (win / win = public value) • Meets the needs of MDC
Commercial Decision Making	Demonstrates a strong understanding of MDC's strategic goals / vision / values, business strategies, operations and functions; draws from experience and utilises industry information; recognises when further investigation is needed before decisions are made. <u>Core Behaviours:</u> • Applies commercial understanding to maximise results and MDC reputation. • Understands all aspects and functions of MDC. • Understands Local Government • Makes decisions strategically ensuring the impact is considered. • Identify opportunities for the growth of MDC / District and it's communities
Knowledge and Information sharing	Actively shares and contributes own knowledge, skills and expertise to develop the knowledge, skills and expertise of others. <u>Core Behaviours:</u> • Identifies opportunities to share knowledge with others. • Ensures understanding. • Offers feedback. • Encourages application of information and knowledge shared
Ongoing Learning and Development	Actively identifies new areas for learning needs to stay up to date and leading edge in area of expertise; regularly creates and takes advantage of learning opportunities; uses newly gained knowledge and skills on the job and learning through their application. <u>Core Behaviours:</u> • Targets learning and development needs. • Seeks learning and / or development activities. • Maximises learning. • Applies knowledge, skills or expertise. • Openness to change and challenge
Teamwork	Identifies opportunities and takes action to build operational and strategic relationships between own area and other areas, teams, business units, or organisations to help achieve both business goals and Council goals. <u>Core Behaviours:</u> • Identifies collaborative opportunities. • Establishes relationships. • Formulates action plans. • Considers the impact of ones actions. • Monitors relationships and progress
Effective and Successful Communication	Recognises one's role in MDC's communication; clearly and succinctly conveys information and ideas to individuals and Council, communicates in a focused, appropriate and effective manner.

	<u>Core Behaviours:</u> • Takes initiative to share information. • Communicates appropriately. • Listens to and comprehends communication from others. • Delivers clear messages. • Communicates in an open, honest and professional manner. • Ensures understanding. • Follows up
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I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Position holder signature

Date

Line Manager Name

Date

Line Manager Signature

Date