

JOB DESCRIPTION

Job Title	Manager, Economic Development & Programmes
Position Status	Permanent, full-time
Business Unit & Team	Strategic Improvement, Economic Development & Programmes
Reports to	General Manager, Strategic Improvement
Direct Reports	• Senior Advisor, PMO • PMO Coordinator • Community Events Facilitator • Economic Development & Programmes Administrator • Planning & Reporting Analyst
Base Location	Mangawhai or Dargaville
Salary Grade	Grade 19
Delegations	See Delegations Register

ABOUT KAIPARA

Kaipara te Oranganui. Two oceans, two harbours.

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

ROLE PURPOSE

The Manager, Economic Development & Programmes provides strategic and people leadership across the Council's economic development, and programme management functions, including oversight of the project management office (PMO).

This role builds on the successful development and implementation phases of both the Economic Development Strategy and established PMO, ensuring their continued integration, growth, and impact across Council and alignment with the Long-Term Plan and Annual Plan. The role champions economic growth, leads a high-performing multi-disciplinary team, and monitors the progress of key Capital delivery metrics, providing strategic advice and reporting to the Executive Team and Council.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

KEY RESPONSIBILITIES

Strategic Leadership & Programme Delivery	• Provides strategic oversight and people leadership, delegating day-to-day technical delivery to direct reports while retaining accountability for outcomes. • Provide people leadership and strategic direction to the PMO function, while delegating technical PMO leadership and day-to-day delivery to the Senior Advisor PMO. • Lead the delivery and continuous improvement of the Kaipara District Economic Development Strategy and Welcoming Communities Action Plan. • Embed Council's economic development functions into core business. • Align work programmes with Council's Annual and Long-Term Plans. • Monitor and evaluate Capital programme performance with the support of the Senior Advisor PMO, to provide regular reporting to Council and external partners. • Recommend and lead implementation of new trends, systems or processes to continuously improve services. • Contribute to strategy & policy development in forums, including the Council and the management team. • Through the Senior Advisor PMO, oversee the ongoing delivery of the organisation's best practice project, programme and portfolio management capability and maturity, while supporting the organisation to become a high-performance organisation respected by all. • Oversee the ongoing development of the Project Management Community at KDC through appropriate communication channels (e.g. Project Hub). • Drive an agile culture around project delivery encouraging and supporting cross functional teams and continuous improvement. • Lead KDC Project Governance through chairing of: ○ Portfolio Oversight Group (POG) ○ KDC Portfolio Steering Groups
Economic Development	• Maintain and grow strategic relationships with investors, developers, businesses, and regional partners to support economic growth. • Facilitate business attraction and retention initiatives, including marketing and promotion of Kaipara as a destination for investment and tourism. • Support local businesses and entrepreneurs to grow the local economy. • Provide business cases and insights to Council to optimise commercial opportunities. • Provide advice and input into council strategies and plans to drive economic growth in the Kaipara District. • Ensure the Kaipara District remains a business-friendly Council by streamlining investor and developer engagement. • Provide strategic advice to elected members on economic development initiatives and risks.



Whakāute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahī
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

Community Engagement & Relationship Management	• Build and maintain strong relationships across sectors to promote positive strategic outcomes. • Facilitate advisory panels and community networks to support programme delivery. • Act as Council's representative in regional and national forums related to economic development. • Collaborate internally to ensure alignment across Council teams and services. • Provide direction and oversight to the Community Events Facilitator to ensure events across the district are planned and delivered in simple and customer-focused way that aligns with council objectives to provide a "one stop shop" for event planning, enhances community experience of council, and promotes the district positively.
Customer Service & Internal Collaboration	• Promote a customer-first culture in all interactions. • Advocate for investor and newcomer needs within Council processes. • Incorporate feedback into service improvements and policy development.
People Leadership	• Operate in line with our "KDC great manager guide" • Comply with the Good Employer Requirements of the Public Service Act 2020 and Local Government Act 2002.

KDC CORE RESPONSIBILITIES

Health, Safety & Wellbeing	• Take care of your own health, safety and wellbeing and that of others affected by your work. • Ensure prompt reporting of all Health and Safety hazards or incidents.
Professional Development	• Participate in monthly and yearly roadmap planning and chats with your manager • Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities. • Complete annual mandatory learning.
Other Organisational Responsibilities	• Provide CORE customer experience (connected, open, reliable and easy). • Champion our values. • Adhere to our ways of working (WoW). • Observe KDC policies, procedures and guidelines. • Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice. • Maintain records in compliance with the Public Records Act 2005. • Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required. • Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies. • Other tasks and/or projects as assigned.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi taki
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

COMPETENCIES

Leader of Self

- Work Together
- Deliver Results
- Embrace Innovation and Change
- Customer Experience Excellence
- Informed Decision Making
- Effective Communication

Leader of Others

- Manage People
- Business Acumen
- Manage within a Political, Legislative and Regulatory Environment

SUCCESS PROFILE

Qualifications & Experience

- Relevant tertiary qualification in business, economics, public policy, planning, management, or a related discipline, or equivalent senior-level experience in related field.
- Demonstrated senior leadership experience (5+ years) in relevant area such as economic development, strategic planning, data and analytics, public policy, project and programme management, and/or community engagement.
- Proven experience leading multidisciplinary teams, including performance management, effective capability development, and workforce planning.
- Demonstrated experience leading organisation-wide programmes or functions aligned to strategic plans (LTP/AP or equivalent)
- Proven experience managing operational and programme budgets.
- Strong understanding of local government legislation and accountability frameworks, or the ability to quickly acquire this knowledge
- Demonstrated success leading teams and stakeholders through organisation change, including changes to systems, processes, and ways of working.
- Experience working in a local government setting including writing and presenting reports.
- Strong knowledge of development challenges and opportunities in Kaipara.

Role Specific Skills & Attributes

- Ability to build and maintain positive and constructive relationships at all levels of the organisation
- Ability to think strategically.
- Ability to translate complicated data and information into simple terms.
- Excellent reporting ability
- Strong problem-solving skills.
- Strong negotiation or persuasion skills
- Financial literacy (budgeting, analysis, reporting)
- Committed to coaching, mentoring and developing people.
- Project management skills

Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence



Whakāute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahī
TEAM WORK

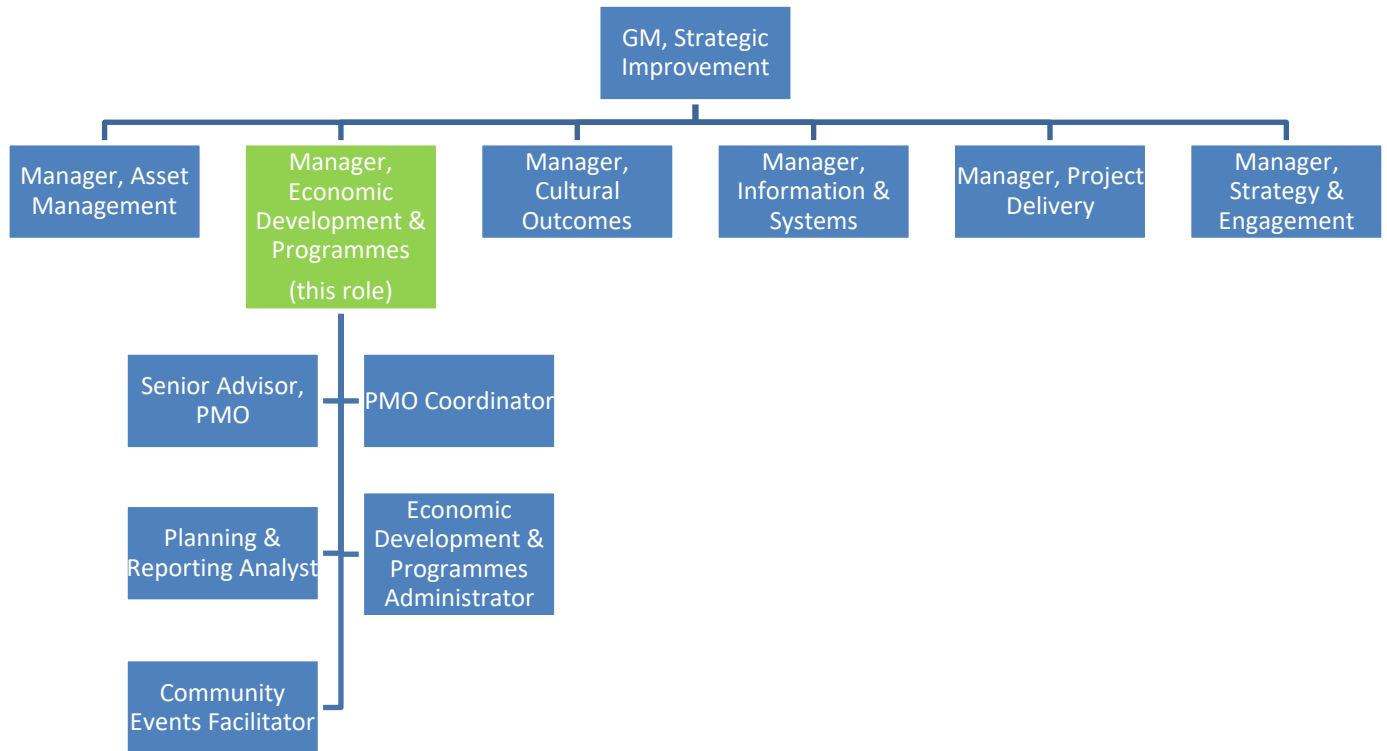


Pono
TRUSTWORTHY



Mana
INTEGRITY

ORGANISATION CHART



Whakautē
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY