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| **JOB AT A GLANCE** |
| Job Title: |  Business Growth Advisor | Budget responsibility: | Nil  |
| Reports to: | CEO | Direct reports: | 0 |
| Location: | Innovation Quarter - Whanganui | Travel Required: | Yes |
| Salary range or hourly rate: | Available on Request | Position Type: | Full Time |
| Last updated: | June 2022 | New or existing position: | Existing Position  |
| OUR ORGANISATION |

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| Our Mission* To lead and drive opportunity through business, education, and lifestyle.
* We promote Whanganui as a destination to live, visit, work, study and invest.
* Our activities include supporting new and existing businesses, bringing events to Whanganui and providing the latest economic data, analysis and commentary on the Whanganui district.
* We ensure visitors are informed, impressed and ready to return.
 | Our values* Partnership
* Transformation
* Innovation
* Communication
* Focus
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| ROLE DESCRIPTION |
| ROLE PURPOSEThe Business Growth Advisor supports regional economic development through the support of businesses and key sectors, to enable business growth and jobs and opportunities to be secured in our region. Accordingly, the role involves significant external relationship management and is required to reflect the values and behaviours of the Regional Business Partner Network. **KEY ACCOUNTABILITIES****Business Development*** Identify and engage with businesses in priority sectors, including generating leads and new business contacts.
* Positively promote the region and the role of Whanganui & Partners and CEDA and the services it provides to businesses and other stakeholders.
* Meet with businesses, identify their needs and priorities and appropriate response in line with Whanganui & Partners processes and agreements.
* Client manage business relationships to maximise business and sector impact.
* Develop appropriate Action Plans for businesses to assist with the development of their business and building of management capability.
* Identify where appropriate Whanganui & Partners and wider Manawatu-Whanganui programmes for the businesses.
* Keep good records including updating of relevant and applicable customer relationship management databases as required.
* Assist with Regional Business Partner network wider business development objectives as and when required.

**Business Planning*** Contribution to the annual Regional Business Partners network process
* Identify initiatives for new programmes/processes internally and externally to enable continual improvement in the delivery of the Regional Business Partner Network

**Project Management*** Manage assigned business development projects within agreed budget to agreed outcomes in a timely manner. This may include conducting research, liaising with key stakeholders, and communicating progress against project milestones.
* Planning and management of Regional Business Partner network led business development functions/events focused on business development outcomes. This may involve tasks such as contacting and following up with potential participants, and any other required duties.

**Communications*** Contribution to the Regional Business Partner Network communications strategy, by way of information on relevant business activity and successes or business development initiatives/programmes.

**TOOLS & RESOURCES*** MS Office Suite
* MS Teams
* CRM Software

**STAKEHOLDERS*** Internal Stakeholders: Board of W&P, CEO, Lead Team, all Staff,
* External Stakeholders: Registered RBP Service Providers, External Suppliers and Contractors. Shareholder (WDC), Customers

**WAYS OF WORKING** Flexible, activity-based working is encouraged at W&P. This means we support you to complete tasks at the time and place most suitable to the work being done – in the office, at home or in a third place. If you have a request for a particular flexible work arrangement, please discuss this with your manager. |

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| **WHO WE’RE LOOKING FOR** |
| Be one of those people with the unique ability to connect, relate and respect others. Already have strong relationships with industry and are a leader in establishing productive networks across multiple sector groups. Instinctively think strategically and apply that thinking in practical ways. Be well practiced at spinning multiple plates at a time, i.e. you manage and deliver multiple projects with ease. Have respected relationships with local hāpu and iwi. Bring knowledge and experience of supporting Māori to reach their aspirations. Know how to get it done! |
| Qualifications | * Appropriate tertiary qualification
* A current and valid NZ driver’s license
 | **skills & expertise** | * Customer/business oriented experience
* Local Government experience.
* Strong project management skills
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| **Education & Training** |  | **experience** | * Minimum 5 years’ experience in a facilitation position, contributing to business development
* Understanding of business development challenges and opportunities in the local and national political sphere.
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| **WHAT YOU’LL GAIN** This role offers a real opportunity to be a leader for Whanganui to ensure our business capability is amplified, our sectors are connected (locally, nationally & internationally) and business people are engaged in development and innovation opportunities. You’ll be a part of strategic discussions with Whanganui & Partners Strategic Leads developing & delivering initiatives that progress favourable outcomes for Whanganui’s economic prosperity. W&P is committed to supporting the professional development of our people. Where training is required to support the successful performance of the role, it will be provided because, as you learn & grow, so do we. |

### **VARIATIONS:**

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

### **ACCEPTANCE OF POSITION DESCRIPTION:**

I have read the attached Position Description and agree that it represents the duties I will perform for the above position.

Employee/Contractor: Dated:

Manager: Dated: