

# COMMUNITY AND ECONOMIC DEVELOPMENT MANAGER

## POSITION DESCRIPTION



<b>Department</b>	Community and Economic Development, Operations
<b>Responsible to</b>	General Manager Operations
<b>Responsible for</b>	Ready For Living Project Lead Senior Events Coordinator Employability Coordinator Community Development Coordinator
<b>Date</b>	August 2025
<b>Position Holder</b>	Guillaume Willemse
<b>Hours</b>	Full-time, 37.5 hours per week, Monday – Friday. In addition, attendance at some evening meetings and weekend events will be required.

### Purpose

*To provide leadership and strategic direction in delivering programmes, initiatives, and partnerships to enhance the economic and social wellbeing of the community. This role focuses on fostering community engagement, supporting local businesses, attracting investment, and promoting sustainable development aligned with Council's long-term plans.*

### Organisation Context



## Functional Relationships

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/Lead	Deliver to
<b>Internal</b>	GM Operations	✓	✓	✓	✓		✓
	Community Development Team	✓	✓	✓	✓	✓	✓
	Other council staff	✓	✓	✓	✓		
	Elected members	✓			✓		✓
<b>External</b>	General public	✓			✓		
	Hokonui Rununga	✓	✓		✓		
	Government depts and agencies	✓			✓		
	Education providers	✓	✓		✓		
	Community Groups and Organisations	✓	✓		✓		
	External Stakeholders	✓	✓		✓		
	Sister Cities	✓	✓		✓		

## Key Results Area

The position objectives of the Community and Economic Development Manager encompass the following areas:

- Community Development
- Economic Development
- Strategic Planning and Policy
- Stakeholder Engagement

*The requirements in the above Key Results Area are broadly elaborated below.*

What you will do to Contribute	As a result, we will see
<b>Community Development</b> <ul style="list-style-type: none"> <li>• Build strong relationships with community groups, iwi, youth, and other stakeholders.</li> <li>• Support initiatives that promote social inclusion, wellbeing, and resilience.</li> <li>• Facilitate community-led projects and funding applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Stronger community cohesion and trust in Council.</li> <li>• Increased participation in local initiatives and events.</li> <li>• More successful funding outcomes and sustainable community projects.</li> </ul>

<p><b>Economic Development</b></p> <ul style="list-style-type: none"> <li>• Develop and implement strategies to support local business growth and attract new investment.</li> <li>• Collaborate with regional and national agencies to promote the district’s economic potential.</li> <li>• Support tourism development and destination marketing in partnership with local operators.</li> </ul>	<ul style="list-style-type: none"> <li>• Growth in local employment and business activity.</li> <li>• Increased visibility of the Gore District as a place to live, work, and visit.</li> <li>• Strengthened partnerships with economic development agencies and investors.</li> </ul>
<p><b>Strategic Planning and Policy</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development of Council’s Long-Term Plan, Annual Plan, and relevant strategies.</li> <li>• Monitor and report on community and economic development outcomes.</li> <li>• Prepare reports and presentations for Council and external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Clear alignment between community needs and Council’s strategic direction.</li> <li>• Transparent reporting and measurable progress on key initiatives.</li> <li>• Informed decision-making by elected members and senior leadership.</li> </ul>
<p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Represent Council in regional forums and working groups.</li> <li>• Maintain effective partnerships with government agencies, NGOs, and private sector partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Enhanced collaboration across sectors.</li> <li>• Greater advocacy for the district’s priorities at regional and national levels.</li> <li>• Increased access to resources and opportunities for the community.</li> </ul>
<p><b>Lead and Manage</b></p> <ul style="list-style-type: none"> <li>• Provide day-to-day leadership, coaching, support and direction to the team.</li> <li>• Foster a collaborative, high-performing and inclusive team culture.</li> <li>• Set clear objectives, monitor outcomes, support professional development.</li> <li>• Lead performance planning, feedback, and development conversations.</li> </ul>	<ul style="list-style-type: none"> <li>• A motivated and engaged team aligned with Council’s values and goals.</li> <li>• Improved staff capability and confidence in delivering community outcomes.</li> <li>• A collaborative and supportive work environment that attracts and retains talent.</li> </ul>

## Financial Responsibility

	Yes	No
Controls a budget	✓	

Authority to purchase goods and services and capital expenditure within estimates \$25,000.

## Person Specification

The successful candidate will need the following:

Essential:	Desirable:
Proven experience in community development, economic development, or local government	A relevant tertiary qualification in either Community Development, Economic Development, Business, Planning or related field.
Strong project management and stakeholder engagement skills	Valid NZ driver's licence
Excellent written and verbal communication	
Ability to work collaboratively across teams and with diverse communities	
Understanding of Te Tiriti o Waitangi and commitment to bicultural practice	

### Specific Skills

- **Relationship Building:** An ability to build rapport with local businesses, community organisations, government departments and NGO's.
- **Strong leadership and team management skills:** Experience in leading and growing a team.
- **Presentation and Facilitation:** An ability to prepare and facilitate meetings and deliver appropriate information to an audience.
- **Engagement and Communication:** The ability to craft compelling messages, interact with community members across various platforms, and foster a welcoming and inclusive environment. Active listening and responsiveness to feedback are also crucial, ensuring that community members feel heard and valued.
- **Strategic Planning and Execution:** Align community initiatives with broader business objectives. This involves setting clear goals, developing community growth strategies, and executing plans that enhance engagement and retention. It requires an understanding of the organisation's target audience and the ability to leverage community insights for strategic decision-making.

## Personal Attributes

- Uphold the utmost level of confidentiality, integrity both personally and professionally.
- Possess sound judgment and a composed demeanour.
- Exhibit confidence, enthusiasm, and self-drive.
- Capable of taking initiative and articulating ideas effectively.
- Must demonstrate adaptability, flexibility, and effective planning skills.
- Possess a discerning eye for quality, ensuring all work meets the highest professional standards.
- Must have the ability to work independently.
- Maintain a professional appearance and personal grooming.

## Te Tiriti

As an organization, we recognize the significance of Te Tiriti o Waitangi (the Treaty of Waitangi) in shaping Aotearoa New Zealand. We are committed to honouring its principles in our work environment.

## Civil Defence

Participate in civil defence training programmes and drills to ensure the officer's effective assistance in a civil defence emergency. Necessary training will be provided.