

Your Position

Your job	Senior Economic Development Advisor Kaitohutohu Whanaketanga Ōhanga
Your group	Community & Partnerships
Your team	Economic Development
Your manager	Manager Community Partnerships and Economic Development, Pete Barton
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

Community & Partnerships purpose is to:

- lead Council's strategic initiatives that support and manage business and commercial growth
- strengthen strategic relationship management for Council and maintain oversight of the partnership with Ngāti Toa Rangatira
- lead the Council's partnership approach with key stakeholders and community groups
- deliver community services, including library, recreation and cultural services

Your purpose

The Senior Economic Development Advisor is to:

- drive the Council's economic, social and environmental priorities through the delivery of economic development projects and initiatives through focusing on relationships, economic development and employment growth
- support growth of the Porirua economy by providing opportunities for business and investment
- build the profile of Porirua as a visitor destination
- seek workforce opportunities for rangatahi and those not in employment, education or training

Who you'll be working with

Your direct reports	• Nil
Your indirect reports	• Nil
External people and groups	• Ngāti Toa Rangatira • Property developers, real estate agents and investors • Local businesses and industry groups • WellingtonNZ, Te Matarau a Māui, Wellington Pasifika Business Network, Pacific Business Trust • Government agencies including MOE, MSD, MBIE • Members of the public and community organisations • Business Central, Porirua Chamber of Commerce • Other local authorities • Contractors, consultants and suppliers
Internal people and groups	• Executive Leadership Team, managers and staff at all levels of the organisation • Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Strategy & Planning	• Provide expert advice on the state of economic development in Porirua • Contribute to and/or develop strategies and plans related to the future needs of the City in the areas of economic development, employment and business growth • Deliver programmes and supporting activities that encourage investment in the city • Create and deliver a programme of initiatives that positions Porirua as a visitor destination • Manage projects and associated budgets to annual planning expectations • Contribute to the development of long-term plans and strategies, such as the Long-term Plan, Annual Plan, District Plan, Growth Strategy, Climate Strategy, and Housing Strategy
Operational Delivery	• Manage and deliver project plans for events and campaigns that support strategic planning for economic development in the city • Drive programmes that support visitor attraction in the city, this includes the Destination Management Plan and identified opportunities • Create and manage partnerships with local businesses and investors to support economic initiatives, employment, and enterprise growth. • Work with partners across the city and central government to ensure there is sufficient workforce pathways in the city • Preparation of business cases, proposals, feasibility studies, designs, specifications and estimates • manage delivery of economic development activities that require external stakeholder participation • Manage a stakeholder database to support engagement and project delivery • Manage the content and regular distribution of the Te Manawa newsletter to business • Support the Chamber of Commerce to deliver regular business events that fosters economic growth • Leverage national, regional or local opportunities to support visitor attraction in the city • Manage business enquiries within Council • Facilitate support for enquiries received through the Biz Help support email • Provide technical advice and recommendations on opportunities (internal ideas and from external parties) • Assess, develop and support incubation opportunities that will lead to growth and investment in the city • Identify and attract alternative sources of funding to deliver initiatives to support economic development within the city • Investigate opportunities that lead to community wealth building, and social enterprise development
Project Management	• Cultivate and manage partnerships that enable the delivery of growth outcomes in the city • Key client relationship management (businesses, networks, developers, building owners, agencies)

	• Maintain and develop key business networks • Maintain close internal working relationship that support growth outcomes • Represent Council at events, seminars and conferences
Corporate Responsibilities	• Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	• Relevant experience in a similar economic development role, within government or the private sector • Experience in operating in multi-stakeholder environments • Excellent interpersonal skills with a demonstrated commitment to customer services and ability to work effectively with a wide range of people (internal and external) • Demonstrated expertise in project management – both methodology and practical aspects • Strong planning and stakeholder engagement skills • Demonstrated ability to effectively communicate with a wide range of people, including the ability to effectively deliver presentations which are well received and understood • Effective writing skills with demonstrated experience drafting formal business case documents for decision making • Political acumen • Highest standards of probity • Experience working in diverse communities • Current unrestricted NZ drivers' licence • Ability to demonstrate a high level of motivation and initiative • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
It'd be great if you also have:	• Relevant tertiary qualification • Experience in Local Government and central government • Private sector experience • Project coordination experience • Event Coordination experience

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