



Job Description

Position Title:	Economic Advisor
Reports To:	Senior Economist
Direct Reports:	Nil
Locations:	BNZ Centre, Level 3 (west), 101 Cashel Street, Christchurch (Head office) GreenHouse, 146a Lichfield Street, Christchurch Visitor Centre, 28 Worcester Boulevard, Christchurch
Status:	Permanent, Full time
Date:	September 2018

ChristchurchNZ **MISSION:** Ignite bold ambition for Ōtautahi Christchurch

ChristchurchNZ **PURPOSE:** Grow the economy for all

Why is this role important?

The purpose of this role is to work with the Senior Economist in maintaining ChristchurchNZ's credibility and expertise in the Canterbury economy. ChristchurchNZ's need for leadership in regional economic development requires it to command experienced and knowledgeable econometric skills which will be the definitive authority on the regional economy. The Economic Advisor will manage key work streams and undertake projects that ensure ChristchurchNZ's Insights team is providing quality advice and insights on the local economy and national and global economic trends that ensures ChristchurchNZ and strategic partners can make informed decision and focus effort to best impact on the wellbeing of the Christchurch economy and the delivery of ChristchurchNZ priorities.

What this role is about?

General Delivery	<ul style="list-style-type: none">• Provide oversight and lead production of monthly and quarterly economic reports, contribute to economic updates• Provide economic insights and research to support strategic decision-making and prioritisation at ChristchurchNZ• Support ChristchurchNZ strategy development including development of background paper and support workshop discussions• Provide key information to produce the Christchurch Economic Development Strategy, (CEDS) population and GDP projections• Provides analysis and advice to support evaluation of opportunities, initiatives and public investments• Provide analysis and advice on issues which will materially impact on Christchurch's economy
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	<ul style="list-style-type: none"> • Research and other project work as directed by the Senior Economist and General Manager of Strategy, Insight & Policy
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ChristchurchNZ ways of working

Leadership	<ul style="list-style-type: none"> • Engage with your colleagues in a respectful manner that shows openness, trust and a collaborative spirit • Participate fully in team meetings providing updates on project progress, new developments and other relevant information • Ensure you are well aware of the main ChristchurchNZ strategies and how your work contributes to them • Educate your colleagues on your area of specialisation and how you contribute to the matrix and the ChristchurchNZ strategic priorities focusing on how your work intersects to optimise operational performance • Ensure a culture of safety and wellness is maintained both at work and in any environment in which the organisation could be considered to be operating • Identify and pursue opportunities to ignite bold ambitions
Corporate Responsibility	<p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • In line with and supporting the stakeholder engagement plan, foster genuine, effective and professional relationships with a strong focus on outcomes • Disciplined and regular use of CRM to enable a shared understanding of our stakeholders • Promote a positive and professional image of ChristchurchNZ at all times in accordance with ChristchurchNZ policy <p>Commercial Capability</p> <ul style="list-style-type: none"> • In line with and supporting the Revenue and Partnerships strategy, seek to understand the commercial value of what we do, identify potential commercial opportunities and partner to grow and diversify revenue streams • Act with integrity and aim to over deliver on our commercial agreements <p>Business Systems & Compliance</p> <ul style="list-style-type: none"> • Ensure a sound understanding of, demonstrate commitment to and comply with all legislation and company policy relevant to your role and all activities undertaken in that role • Maintain and produce all organisational records accurately, confidentially, and on time utilising the appropriate business systems • Prepare reports in a timely and accurate manner as required • Approve payments and spending in line with the delegated authority associated with this role

	<ul style="list-style-type: none"> Use the Projects & Contracts Management Office pipeline, processes and policies to ensure effective selection and delivery of projects and contracts that are aligned to organisational priorities and deliver value for money <p>Sustainability</p> <ul style="list-style-type: none"> Maintain a high focus on resource use and disposal to minimise environmental impacts and economic cost Encourage partners and stakeholders to adopt environmentally sound practices and quality assurance programs <p>Maoritanga</p> <ul style="list-style-type: none"> Demonstrates commitment to the principles of the Treaty of Waitangi by acting in the spirit of participation, partnership and protection Considers Maoritanga in all aspects of business, and engages with iwi where appropriate
Health & Safety	<ul style="list-style-type: none"> Comply with the Health and Safety Policy and processes at all times Take no action or inaction that may cause harm in the workplace or in any environment in which the organisation could be considered to be operating Follow safe methods and take no unreasonable risks with your own or any other persons' safety Report all workplace accidents, incidents, near misses and any potential workplace hazards to the relevant Health and Safety Officer or your Manager Seek assistance or advice where the safe method of completing a job is not known
Professional Development	<ul style="list-style-type: none"> Proactively seek out relevant professional development activities to pursue in agreement with your manager Keep up to date on industry trends in your field of expertise

Key Relationships/Customers/ Clients

Internal Relationships	Nature of the Relationship
All ChristchurchNZ staff, contractors and interns	Working in collaboration to achieve business objectives
External Relationships	Nature of the Relationship
External relationships are expected to evolve and change frequently for roles in ChristchurchNZ due to the nature of the organisation.	Stakeholder engagement and service delivery to achieve aligned outcomes

Qualifications, Knowledge and Experience specification

A tertiary qualification in economics or related discipline
A high level of commercial acumen

At least three years' experience working in economic analysis and research
Demonstrated ability to network and build effective relationships with key stakeholders and people from diverse backgrounds
A high level of skills with numeric data and quantitative analysis
Ability to provide concise analysis and assessment of strategic options and formulate ideas for projects and activities
Modelling appropriate behaviour that supports the CDC culture
Self-directed and highly motivated
Ability to work in a collaborative way as part of a project team or individually
A passion for economic development
Intermediate skills in MS Office

General

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform to contribute to the overall success of the organisation, if asked to do so.