



Job Description

Position Title:	Event Development Manager
Reports To:	Acting Major Events Manager (when appointed Major and Business Events Manager)
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:	November 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 take a strategic approach to project managing events from ChristchurchNZ's major events portfolio, in order to identify and execute short, medium and long-term opportunities to maximise return on investment for the region in line the Major Events Strategy. Realise tourism, brand and business sector outcomes through event leverage plans which increase length of stay, maximise spend, and profile Christchurch. Support the Major and Business Events team in maintaining an acquisition focus on driving new events to Christchurch and building capability within the Christchurch event economy.

What this role is about?

Project and Contract Management	<ul style="list-style-type: none">• Identify programme resource requirements and manage resource allocation in collaboration with business unit and project managers• Ensure the major deliverables for the portfolio of events are achieved effectively and realised in accordance with overall event objectives and the major events strategy• Proactively create, execute and report against business cases and project plans• Ensure financial management for projects, including accurate phasing and reporting of spend on a quarterly and annual basis• Manage contracts, including creation of appropriate contractual KPIs and milestones and monitoring of performance against these• Apply project management frameworks to all contracts, being the industry leader in project management for Christchurch events• Manage the delivery of assigned projects ensuring scope, timeline and budget are met
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	<ul style="list-style-type: none"> • Develop and maintain project plans identifying critical path activities, budget, resource requirements and key project milestones • Ensure projects are managed effectively through the Project Management Online portal • Effectively sponsor, participate in and manage the project team to ensure high performance • Develop and communicate clear work instructions and expected deliverables • Develop and enhance stakeholder engagement through excellent communication and meeting coordination for the duration of the project including raising concerns, keeping all parties 'on board', and celebrating successes along the way • Prepare documents, presentations, reports and contracts for stakeholders when required • Provide support and motivate others to achieve programme and project outcomes and contractual commitments
Event Management	<ul style="list-style-type: none"> • Oversee the delivery of major event projects that will have significant impact on Christchurch's economy and profile • Develop strong relationships with the major events industry, engage positively with stakeholders, and network effectively to deliver on ChristchurchNZ strategic priorities • Establish and maintain close working relationships with consenting, technical and policy teams within stakeholder organisations to ensure issues are proactively identified and resolved • Develop high quality professional publicity and excitement, in conjunction with the marketing team, to promote in person and in writing major and business events • Ensure all Health & Safety permitting and compliance requirements are met for all events in your portfolio • Lead formal evaluation of Major Events including pre, during and post event activities via formal debrief with key stakeholders and identify, document and communicate legacy learning's to be applied to future events • Advocate on behalf of businesses to support their growth furthering ChristchurchNZ's strategic goals • Actively participate and contribute to the strategic direction Destination and Attraction team including supporting the team as required on projects and initiatives • Provide support to the Destination and Attraction team as required on other projects and initiatives
Industry Growth	<ul style="list-style-type: none"> • Aspire to redefine "world class" for all components of Christchurch's event landscape • Establish ChristchurchNZ as a recognised authority in the events sector • Provide expert advice to events that comprise Christchurch's Major Events portfolio and to those that aspire to be part of it

	<ul style="list-style-type: none"> • Provide expert sector advice to other parts of ChristchurchNZ and event stakeholders
Commercial	<ul style="list-style-type: none"> • With support from the Revenue and Commercial Partnerships Manager, help research and identify sources of non-rates revenue across all elements of the major events portfolio and secure this revenue, as required • Develop commercial plans for ChristchurchNZ's event properties and investments, as required • Provide advice and support to external major event organisers and the Bidding and Prospects Manager on commercial opportunities and their viability • Manage the renewal, refresh or exit of commercial relationships, as required • Oversee servicing and/or aftercare plan for each relevant partnership, as required
Process & Systems Improvement	<ul style="list-style-type: none"> • Actively seek out ways to improve systems and processes and implement these changes where appropriate • Actively seek out and implement methods to improve communication, data collection, reporting and project efficiency • Capture and promote best practice methodologies, systems and processes across your team and the organisation • Conduct post-event reports on projects to share lessons learned back into the organisation

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

	<ul style="list-style-type: none"> • 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 • 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
<p>Health & Safety</p>	<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

	<ul style="list-style-type: none"> 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

Minimum of 5 years' experience in an events role or Project Management
An understanding and/or experience in events
Contract negotiation and management experience
Strong ability to engage effectively with multiple stakeholders across diverse work
Exceptional time management
Proven history to influence decision makers and working level staff
An ability to think strategically and creatively
Problem solving and sound judgement while working in high pressure environment
Intermediate skills in MS Office
Financial and Budgeting skills
Ability and desire to work collaboratively across the ChristchurchNZ organisation

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.