

## Business Development Navigator

Coordinate and support business development initiatives across the district and to work alongside regional stakeholders to support the implementation of regional economic development initiatives.

### ORGANISATION NGĀ POU | OUR VALUES



**POU 1.**

#### **Manaakitanga**

The customer is at the centre of everything we do.



**POU 2.**

#### **Rangatiratanga**

We aspire to the highest standards.



**POU 3.**

#### **Whakapono**

We strive to be trusting and trustworthy.



**POU 4.**

#### **Whanaungatanga**

We act with courage, respect, kindness and empathy.



**POU 5.**

#### **Kotahitanga**

We embrace diversity and strive to be inclusive.



**POU 6.**

#### **Aroha**

We believe in and encourage each other.



**RANGITIKEI**  
DISTRICT COUNCIL

**He oranga Whenua,  
He oranga Tangata,  
He oranga Wairua.  
Tihei Mauriora!**

**If our Land is cared for,  
if People are looked after,  
if the Spirit is strong,  
we can build a  
better future for all.  
Let there be life!**

*Making this place home*

### Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council)

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Business Development Navigator- that's your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

## What you will do

- Demonstrate a clear understanding of the intent of, and commitment to, the application of the principles of Te Tiriti o Waitangi.
- Coordinate responses to enquiries from businesses, developers, etc., who wish to explore opportunities to establish or expand a business in the Rangitikei district.
- Coordinate Council led business and economic development projects and ensure externally initiated projects are supported where appropriate e.g. After 5 business events.
- Proactively develop and maintain relationships with key stakeholders in Rangitikei's business community, including Iwi, primary industry, and tourism.
- Review and update Council's Economic Development Strategy as required and facilitate the implementation of the Strategy initiatives.
- Work with regional and national organisations to support and facilitate other strategic initiatives and plans that enable economic growth and development e.g., Whanganui & Partners, MBIE, Tourism New Zealand.
- Work collaboratively with other Council teams to ensure that activities and initiatives are integrated across all other Council functions and priorities.
- Work with Developers to ensure they know all about the supporting information needed to help ensure any consenting application can be processed in a timely manner.
- Seek business focused solutions on relevant policy changes and educate businesses on Council processes and requirements

## Health and Safety

- Accurately and promptly report all accidents, incidents, near misses, hazards and risks
- Keep yourself and others safe, both physically and mentally
- Adhere to all Council Health & Safety policies, procedures, and guidelines
- Proactively contribute to a culture of health, safety and wellbeing awareness and continuous improvement

## What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated
- Embrace training and professional development opportunities for continuing improvement
- Undertake Civil Defence Emergency Management responsibilities if required

## Our customer commitment

We strive to deliver excellent customer service by:

- Understanding and anticipating needs
- Dealing with enquiries promptly and fully
- Providing quality support and information
- Communicating changes to services in advance

We will:

- Welcome, listen and treat everyone respectfully
- Acknowledge and follow up all complaints and requests for service, and provide a timely response
- Seek feedback on the service received so we can continue to improve what we do
- Celebrate the things we do well

## Ideally, what you will bring

- Degree in business, marketing or a related discipline and / or a minimum of five years' experience in a related field (equivalent body of knowledge to degree level)

- Seek funding and sponsorship opportunities to support economic development.
- Provide advice and report to Council on Economic and Business Development opportunities and activities.

- Experience in identifying and implementing innovative business solutions
- Experience in business risk
- Strong networking and a consultative approach with a diverse range of people
- Ability to develop and maintain effective stakeholder working relationships
- Understanding of industry and business development issues in a wider economic development context
- Understanding of the local government sector
- Self-motivated, proactive, and organised.
- Flexible with a strong work ethic, noting that some of our groups may not be able to meet during typical 'office hours'.
- Able to think strategically but also to drop down into the detail when needed
- Personal resilience and a sense of humour.
- Excellent written and oral communication skills
- Excellent digital skills
- Thorough understanding and advocacy for the principles of customer first

