

Economic Advisor

To provide practical front-end support to businesses, developers, and community stakeholders by helping them navigate Council processes, access relevant information and connections, and participate in initiatives that support economic activity across the Rangitikei District.

ORGANISATION
NGĀ POU | OUR VALUES



Manaakitanga
The customer is at the centre of everything we do.

POU 1.



Rangatiratanga
We aspire to the highest standards.

POU 2.



Whakapono
We strive to be trusting and trustworthy.

POU 3.



Whanaungatanga
We act with courage, respect, kindness and empathy.

POU 4.



Kotahitanga
We embrace diversity and strive to be inclusive.

POU 5.



Aroha
We believe in and encourage each other.

POU 6.



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.

Economic Advisor - 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

- Support business and development enquiries by acting as a key Council contact for businesses, developers, and investors seeking to establish, grow, or deliver projects in Rangitikei, including helping them navigate Council processes and regulatory requirements.
- Build and maintain effective relationships with local businesses, developers, iwi, community groups, industry representatives, government agencies, and regional partners to support economic activity and town centre outcomes.
- Deliver economic development initiatives aligned with Council's Economic Strategy, *Rangitikei Tomorrow*, including business support activities, workforce initiatives, and actions that contribute to job growth and improved local economic performance.
- Coordinate town centre revitalisation and maintenance initiatives, including but not limited to delivery of town centre plans, Better Off projects, and related funding or sponsorship opportunities.
- Manage day-to-day delivery of the Mayor's Taskforce for Jobs initiative, working with employers, partners, and young people to support positive employment and workforce outcomes.
- Work collaboratively across Council to ensure economic development, town centre, business, community, regulatory, infrastructure, and strategic planning activities are well connected and aligned.
- Provide advice, reporting, and project support to help monitor progress, manage risks, support decision-making, and ensure initiatives are delivered in line with Council priorities, policy, and best practice.

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 focused 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

What you will bring

- A tertiary qualification in economic development, business, planning, public policy, community development, or a related field, or equivalent relevant experience.



- Experience working with businesses, developers, community stakeholders, or partner agencies to support practical outcomes.
- Experience delivering projects, initiatives, events, or programmes in a local government, public sector, economic development, community, or business support environment.
- Experience building productive relationships across a range of internal and external stakeholders.
- Excellent written and oral communication skills
- Good digital, reporting, and information management skills, with the ability to maintain accurate records and provide clear updates.