

Job Description

Position Title:	Strategic Planner
Reports To:	Head of Strategy, Insights and Planning
Direct Reports:	Nil
Locations:	BNZ Centre, Level 3 (west), 101 Cashel Street, Christchurch (Head office)
Status:	Permanent Full-time
Date:	March 2023

ChristchurchNZ is a subsidiary of ChristchurchNZ Holdings Ltd.

Our purpose is to:

Stimulate sustainable economic growth for a more prosperous Ōtautahi Christchurch.

Our mission is to:

Ignite bold ambition for Ōtautahi Christchurch.

Why is this role important?

The role of the Strategic Planner is to ensure best practice internal and external strategy development is applied throughout the organisation and that all interventions undertaken by ChristchurchNZ have been developed on a basis that will deliver tangible and agreed outcomes.

What this role is about?

Strategic Framework and Context	<ul style="list-style-type: none"> • Have an understanding of the business environment and themes in the local economy • Ownership of ChristchurchNZ's process of research, data collection and engagement for the purpose of strategic planning • Review and select appropriate tools, frameworks and approaches to maintain a best practice approach for ChristchurchNZ • Collate and analyse research, data and information to formulate background papers that assist in strategic planning processes • Assist in setting key performance metrics for strategic documents (such as Statement of Intent, KPIs and Levels of Service)
Planning and facilitating	<ul style="list-style-type: none"> • Lead and/or support ChristchurchNZ management and staff, stakeholder groups and related entities to develop strategy and action plans that optimise economic growth opportunities • Manage/facilitate stakeholder engagement processes, planning processes and workshops as required

	<ul style="list-style-type: none"> • Support the ChristchurchNZ Senior Leadership Team (SLT) and Board to develop organisational strategy documents, annual plans, reports and strategic documents • Develop and maintain a strategic planning calendar and coordinate inputs required across the organisation
Other Key Roles	<ul style="list-style-type: none"> • Develop and maintain key strategic relationships that support the role • Support or lead the writing of business cases, policy positions and other strategic documents as required • Leading or participating in economic development activities as required

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"> • Foster proactive, genuine, effective and professional stakeholder 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 <p>Commercial Capability</p> <ul style="list-style-type: none"> • In line with 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 • Maintain and produce all organisational records accurately, confidentially, and on time utilising the appropriate business systems

	<ul style="list-style-type: none"> • 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>Māoritanga</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 Māoritanga in all aspects of business, and engage 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

Key Relationships/Customers/ Clients

Internal Relationships	Nature of the Relationship
<ul style="list-style-type: none"> • All ChristchurchNZ staff, contractors and interns 	<ul style="list-style-type: none"> • Working in collaboration to achieve business objectives
External Relationships	Nature of the Relationship
<p>External relationships are expected to evolve and change frequently for roles in ChristchurchNZ due to the nature of the organisation.</p> <ul style="list-style-type: none"> • Christchurch City Council • CCHL group • CNZ Stakeholders • Other economic development agencies 	<p>Stakeholder engagement and service delivery to achieve aligned outcomes</p>

Qualifications, Knowledge and Experience

Essential	Desirable
Tertiary qualification in a relevant field	Understanding of economic issues, policies and principles
Minimum of eight years' experience using strategic planning processes	Good understanding of economics, commerce, business planning and government
Experience in a similar role or role where skills are transferable	Proven ability to manage or participate in complex stakeholder groups and internal project teams
A good grasp of communications principles and processes in planning	
Proven ability to collaborate with internal/external groups to assemble information and write strategy	
Solutions and outcome focused	
Good at collecting information, distilling and writing succinctly	
Good listener, and communicator, verbal and written	

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.