

Job Description

Position Title:	Head of Unit Urban Development
Reports To:	Chief Executive Officer
Direct Reports:	2 TBC (team will be 5 -7 plus 0.4 EA support)
Status:	Fixed Term, Full-time
Date:	November 2020

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.

The work of the entity support progress towards a core set of 10-year goals, designed to deliver prosperity for Christchurch.

The work of the organisation seeks to deliver outcomes in core strategic areas that are outlined annually in a Statement of Intent. These outcomes are achieved through key activity outlined in the Annual Business Plan and supported by the Annual Budget and Staff KPIs.

Job Purpose

The key purpose of this position is to lead on behalf of ChristchurchNZ, the delivery of urban development services as specified in the Service Level Agreement between ChristchurchNZ and Development Christchurch (CCHL) Ltd and the Funding Agreement between ChristchurchNZ and Christchurch City Council.

The Head of Unit Urban Development is responsible for:

- Development Management Services in accordance with pre-approved development management plans and Property Management Services for DCL owned properties
- Facilitating investment and development into the commercial core of New Brighton
- Provision of commercial advice as required

Key Accountabilities

Contract Management	<ul style="list-style-type: none"> • Lead the delivery of services as specified in the Service Level Agreement ('the SLA') between ChristchurchNZ for Development Christchurch (CCHL) Ltd. • Lead the delivery of the Funding Agreement (urban development functions) ('the Funding Agreement') between ChristchurchNZ and Christchurch City Council • Manage the delivery of accurate and regular reporting against the Service Level Agreement and Funding Agreement to DCL, Christchurch City Council and the Board of ChristchurchNZ.
Development Management Services	<ul style="list-style-type: none"> • Deliver required Development Management Services as per agreed Development Management Plans • Work in partnership with DCL Board to agree Development Management work required. • Negotiate on behalf of DCL and the City as required to get best for city outcomes • Support the Senior Development Manager (Placemaking) to deliver the New Brighton Implementation Plan.
Commercial Advice	<ul style="list-style-type: none"> • Provide Commercial advice for the city as required
Investment Attraction	<ul style="list-style-type: none"> • Work closely with the Investment Attraction function in the Innovation and Business Growth team to identify investment partners and investment targets. • Provide contacts and expertise to support Investment Attraction • Provide input to develop high quality investment attraction materials for Christchurch
Property Management	<ul style="list-style-type: none"> • Oversee effective and efficient delivery of Property Management Services for DCL owned properties. • Ensure all Health and Safety requirements are met
Leadership	<ul style="list-style-type: none"> • Grow an engaged culture through inspirational leadership that embraces the spirit of our people and ensures our team are inducted, trained and interacted with to a standard worthy of the trust Otautahi-Christchurch and the greater Canterbury region has placed in us • Lead and drive a culture of bold ambition that is not afraid to challenge the status quo and execute our mission internally and externally • Provide direction, motivation, training, performance management and career development of direct reports in order to achieve and exceed organisational goals • Participate in strategic senior leadership forums contributing to the development of the organisational direction • Ensure all team members use appropriate business tools following organisation information management guidelines

	<ul style="list-style-type: none"> • Build an engaged culture of safety and wellness that is maintained both at work and in any environment in which the organisation could be considered to be operating within current legislative framework • Grow a culture that embraces diversity and seeks to grow and encourage competency and understanding of Mana Whenua and Maoritanga across the organisation
Strategy	<ul style="list-style-type: none"> • Implement internal ChristchurchNZ strategy as it relates to Urban Development. • Keep abreast of market/competitor/industry trends, changes, best practice – capturing and implementing relevant learning for ChristchurchNZ • Lead appropriate networks and industry partnerships that deliver on strategic intent • Lead internally focused strategy development as it relates to Urban Development • Provide input to the development of the Statement of Intent and business plan via PCMO (process, templates, coordination, planning)
Project and Contract Management	<ul style="list-style-type: none"> • Oversee the delivery of major projects and key partnership agreements • Utilise the PCMO processes and policies to ensure effective delivery of projects and contracts that are aligned to ChristchurchNZ's priorities and deliver value for money
Stakeholder Engagement	<ul style="list-style-type: none"> • Champion the ChristchurchNZ brand • Oversee, develop and maintain effective relationships within ChristchurchNZ and key stakeholders • Develop and update practical, relevant resources and networks to increase business capability • Oversee the creation of comprehensive stakeholder engagement strategies to support the delivery of ChristchurchNZ's development projects • Appropriately influence project outcomes by providing oversight and guidance to project leads • Ensure consistency in oral, written and presentation material produced by ChristchurchNZ • Oversee your team are communicating effectively with stakeholders to ensure they are kept up to date with relevant information, regulations, issues and opportunities ensuring positive outcomes • Adhere to and work within the Local Government Official Information and Meetings Act 1987
Financial	<ul style="list-style-type: none"> • Prepare budgets and manage financials within delegated authority and assigned budget

	<ul style="list-style-type: none"> • Review and provide insights and updates on monthly financial reports in line with agreed budgets.
Corporate Responsibility	<p>Networking</p> <ul style="list-style-type: none"> • Seek out and develop appropriate professional relationships in order to further ChristchurchNZ's purpose by encouraging community engagement and connections • Utilise the CRM to enable effective stakeholder management processes <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 programmes <p>Operational Compliance</p> <ul style="list-style-type: none"> • Lead organisational compliance with all company policy and relevant legislation • Maintain performance measurement records accurately and effectively utilising the appropriate business systems • Ensure all agreements are fulfilled and expectations are met or exceeded • Preparing monthly management reports in a timely and accurate manner • When appropriate, utilise the PCMO to ensure effective delivery of projects and contracts that are aligned to organisational priorities and deliver value for money • Approve payments and spending in line with the delegated authority associated with this role • Promote a positive and professional image of ChristchurchNZ at all time • Effectively assess and mitigate risk and ensure a "no surprises" expectation across the organisation
Team Management & Development	<ul style="list-style-type: none"> • Ensure all staff have a clear understanding of their roles and responsibilities, developing a highly effective and motivated team • Ensure all staff are inducted and trained in organisational standards creating a culture that aims to invigorate, motivate and grow our people enabling them to do their very best work and develop throughout their careers • Lead regular operational team meetings to ensure all staff are briefed in a timely manner on organisational goals, business priorities and operating procedures, and other relevant information to the wider ChristchurchNZ teams

	<ul style="list-style-type: none"> • Establish training and coaching programmes that are focused on optimising team performance, enhancing specialist knowledge and encourage staff to continuously develop skills • Engage in robust 1:1 conversations with direct reports on a regular basis • Drive the recruitment of additional team members as required • Ensure members of the team positively contribute to cross functional project teams
Personal Development	<ul style="list-style-type: none"> • Be responsible for your own professional development • Attend relevant and value adding professional courses and programmes in consultation with the CEO

Key Relationships/Customers/Clients

Internal Relationship	Nature of the Relationship
All ChristchurchNZ staff and contractors	Working in collaboration to achieve business objectives
ChristchurchNZ Board	Liaise with
External Relationship	Nature of Relationship
<p>External relationships are expected to evolve and change frequently for roles in ChristchurchNZ due to the nature of the organisation.</p> <p>Indicative external relationships for this role would include, but are not limited to:</p> <p>Christchurch City Council representatives</p> <p>DCL Board</p> <p>Construction and investment partners</p> <p>Key stakeholders (interest groups, community)</p> <p>Key suppliers and consultants</p> <p>Regulatory bodies and professional associations</p>	Stakeholder engagement and service delivery to achieve aligned outcomes.

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, if asked to do so.

Qualifications, Knowledge and Experience specification

Significant experience in leading urban development projects.
Experience in programme management, leading multi-disciplinary teams, bringing together related workstreams and resources and ensuring effective coordination and sequencing of projects.
Strong commercial understanding in a development project context.
Experience in developing strategic and commercial frameworks, masterplans and implementation plans.
Significant experience in leading contractors or suppliers and managing contracts and service level agreements.
Strong knowledge of the development lifecycle, project management methodologies and local government legislation and processes.
Strong commercial negotiation skills
Significant experience in managing relationships across a broad range of partners or stakeholders.
Ability to successfully manage and lead multiple concurrent projects.
Relevant tertiary qualification.
Ten years minimum experience working in a complex work environment on development projects within local government and/or private sector context is preferred.
Excellent interpersonal skills
Proficient use of office technology (MS Office Suite etc)