



ChristchurchNZ™

Job Description

Position Title:	Senior Economist
Reports To:	General Manager – Strategy, Insights and Planning
Direct Reports:	None
Locations:	BNZ Centre, Level 3, 101 Cashel Street, Christchurch (Head office)
Status:	Permanent, Full-time
Date:	December 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 supports 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.

Why is this role important?

The purpose of this position is to provide expert commentary and advise on the local economy through:

1. Undertaking analysis and modelling of the local economy to build understanding of how the economy works, what drivers it, its strengths and challenges, and how it might respond to external shocks/opportunities.
2. Providing commentary on the local economy, challenges and opportunities (current and future)
3. Supporting ChristchurchNZ to develop policy interventions and activity that delivers to the organisation's and city's strategic priorities, within a focus on, sustainable economic development.
4. Supporting effective delivery of economic development activities by ChristchurchNZ.
5. Supporting evidence-based decision making and investment prioritisation.
6. Supporting decisions by third parties by providing economic context to inform policy and investment considerations.

This position plays a central role in maintaining ChristchurchNZ's credibility as an expert on the city and regional economy.

What this role is about?

Strategic Leadership	<ul style="list-style-type: none"> • Be a key contributor to ChristchurchNZ's reputation as the leading authority on the regional economy and economic development • Ensure the Chief Executive, management team and communications function are at the forefront of economic trends and forecasts • Ensure that economic research, data and insights inform the development of quality strategy at ChristchurchNZ and to inform strategic decision-making • Develop, implement and review the economic work programme in partnership with the Senior Management Team • Prepare and deliver presentations on the economy as required to a broad range of stakeholders
Stakeholder relationship	<ul style="list-style-type: none"> • Manage key local, national and international relationships in particular with Government, local Government, tertiary and research organisations • Manage external relationships, contracts and procurement to ensure CNZ has access to appropriate expertise, resources and information • Manage internal relationships to ensure effective two-way information and knowledge flow • Hold key relationships and linkages at a local, national and international level that facilitate the process of information collection, analysis, knowledge generation and dissemination
Economic Leadership	<ul style="list-style-type: none"> • Provide analysis and advice to support evaluation of opportunities, initiatives and public investments • Provide analysis and advice on issues which will materially impact on Christchurch's economy • Support ChristchurchNZ's economic thought leadership function through representation on and presentation to expert and public forums • Work closely with other personnel in ChristchurchNZ to ensure that two-way knowledge sharing occurs, 'on the ground' business information is cross referenced to statistical data and research, and that the team's work programme is relevant to and informs ChristchurchNZ's strategic choices • Maintain an up-to-date research and knowledge base on the local economy and trends that impact on Christchurch's economic development • Complete research, analysis and provide advice in the areas of the macro economy, sectors, development and significant public investments as directed by the GM Strategy, Insight & Policy and/or the Chief Executive • Manage and develop econometric models that support strategy development and build knowledge in other areas
Team Management & Development	<ul style="list-style-type: none"> •

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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 • Lead, mentor and inspire staff to achieve the organisations goals and work effectively as a team
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 • Disciplined and regular use of Customer Relationship Management software 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

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

A tertiary qualification in economics
Experienced in producing reports and commentary on the economy using professional writing standards
Experienced in presenting to a range of audiences and effectively sharing knowledge with non-economists
Project management or team participation experience
A minimum of six years' experience in an economic related discipline.
A high level of commercial acumen would be an advantage
Excellent communication skills both written and oral
Demonstrated ability to network and build effective relationships with key stakeholders and people from diverse backgrounds
A high level of skill with numeric data and quantitative analysis
Ability to provide concise analysis and assessment of strategic options and formulate ideas for projects and activities
Intermediate skills in MS Office

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.