

## BUSINESS CAPABILITY ADVISOR REGIONAL DEVELOPMENT UNIT

Location	Group/Unit	Reports to	Direct Reports
Greymouth	Regional Development	Capability & Growth Manager	0

### Core Purpose:

To undertake the day to day implementation of the Business Support Services.

### Critical Functions:

- Support the delivery of the Business Partner Programmes including business consultations and management capability funding applications and other government initiatives.
- Work with West Coast businesses to help them achieve their business goals through DWC's various interventions, including customer leads, introductions, capability building opportunities, identification of external assistance and support, business information, advice and mentoring.
- Advise and assist West Coast businesses in the development of plans and projects to enable their business development and growth, including business planning, financial management and modelling, marketing, direct involvement in submissions and applications if necessary.
- Identify and support economic development projects, including project management of same.
- In conjunction with the Capability and Growth Manager, maintain strong and engaged relationships with key organisations, stakeholders and partners, including local businesses and industry, to enable the delivery of a cohesive and focused approach to regional development.
- Actively support West Coast businesses in their business and regulatory decision making across a range of professional services functions, including: Accounting, Commercial Law, Finance and Human Resources.
- Work closely with the wider DWC teams to ensure fit with general policy direction.

### Relationships

The ability to develop and maintain a strong network of engaged stakeholders is critical in this role. This will require:

- In conjunction with the Capability and Growth Manager Strategically sourcing, building and cultivating networks to benefit the work of our West Coast businesses and iwi, including internal networks.
- Developing and maintaining effective, productive, and collaborative relationships with businesses across the region.

### Organisational Success Indicators:

- DWC is recognised locally and nationally as the West Coast's regional and economic development organisation, with productive and connected local and national relationships forged.
- Positive business growth and development across the region.
- Successful delivery of relevant aspects of the region's economic development strategy and action plan.

- DWC retains and enhances positive public profile through external customer and stakeholder engagement.

## Capabilities

- Commercial acumen - proven experience in and/or knowledge of business management, including business planning, financial management, marketing, systems and processes.
- Experience and/or understanding of the functions of economic development organisations,
- Stakeholder engagement – proven experience and success in leading and driving stakeholder engagement.
- Strong all-round project management skills.
- Relationship builder – a strong listener, skilled at building and continuously growing strong and trusted relationships both internally and externally.
- Flexible – ability to be proactive and reactive, managing multiple priorities and able to eliminate roadblocks and not be deterred by the unexpected.
- Lateral thinker - ability to challenge conventional thinking and provide original and innovative insights and solutions.
- Team member – a team player who supports colleagues and collaborates to achieve objectives.