

Business Growth and Innovation Advisor

Economic Development Team

Role Purpose

To guide and support West Coast businesses to innovate, grow, and achieve their strategic goals by providing tailored advice and connecting them with the right tools, networks and development opportunities.

Key Responsibilities

- Lead and support the delivery of the Regional Business Partner Programme including business consultations and management capability funding applications and other government initiatives.
- Support businesses in identifying their innovation needs and aspirations, providing guidance and connecting them with relevant government innovation services such as grants, technical expertise, skill development programmes and the latest tools and opportunities within the innovation landscape.
- Partner with businesses to drive growth and success by providing strategic support such as lead generation, networking, capability development, business planning, financial modelling, marketing, and hands-on assistance with submissions and DWC commercial finance applications, and access to external resources.
- Research, identify and develop new business and industry opportunities including industry collaboration and identification of new opportunities to promote growth of existing or development of new industries and business.
- Build and maintain strong, engaged relationships with key clients, stakeholders, industry partners, and local businesses to support a cohesive, strategic approach to regional development.
- Lead and support economic development initiatives, including project management, to ensure the successful delivery of key priorities within the region's economic development strategy and action plan.
- Monitor business, economic and political trends which affect West Coast businesses, industries and/or future opportunities for the region and DWC's operations and interventions.
- Build and maintain valuable networks and professional connections across areas such as accounting, commercial law, finance, and human resources to provide clients with support for their business growth and regulatory decision-making.
- Support and work as part of the wider economic development team as required by the Economic Development Manager.
- Manage and maintain accurate client records and business databases, ensuring all materials are properly filed and regularly updated through ongoing communication with clients.

Key Skills and Attributes

- Excellent written and verbal communication, and high level of emotional intelligence.
- Strong commercial acumen with proven experience in and knowledge of business management, including business planning, financial management, marketing, systems and processes.
- Ability to develop and maintain strong and trusted relationships both internally and externally with proven experience and success in leading and driving stakeholder engagement.
- Ability to be proactive and reactive, managing multiple priorities and able to eliminate roadblocks and not be deterred by the unexpected.
- Team player who supports colleagues and collaborates to achieve objectives.
- Strong analytical thinker with the ability to assess business challenges, challenge conventional thinking, and deliver innovative solutions.
- Experience and/or understanding of the functions of economic development organisations.

Location	Greymouth
Reports to	Economic Development Manager
Direct Reports	0
Fixed Term	30 June 2027
Date	10 July 2025
Version	Draft

Desired Qualifications

- 5+ years' experience in business management and/or ownership.
- A minimum of 5 – 10+ years' experience in the field of economic development, commercial or business sectors.
- Relevant Tertiary/Polytechnic qualification in commerce/economics or relevant business experience.
- Driver's Licence.

Growing Business to Grow the Coast



Te Ohu Whakawhanake o Te Tai Poutini