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| <b>Position</b>                        | General Manager   |
| <b>Council Controlled Organisation</b> | Eastern Bay of Plenty Regional Economic Development Trust, known as Toi EDA                           |
| <b>Location</b>                        | Bay of Plenty Regional Council, Quay Street, Whakatane  |
| <b>Hours</b>                           | Normal working hours, but some flexibility to work outside these hours from time to time is required. |
| <b>Date</b>                            | September, 2016   |

### FUNCTIONAL RELATIONSHIPS

| External   | Internal   |
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| Bay of Connections and Bay of Plenty Regional Council.<br>Key industry sectors, especially in the Eastern Bay of Plenty.<br>Key business organisations, especially in the Eastern Bay of Plenty<br>Chamber of Commerce<br>EDANZ<br>NZ Trade and Enterprise<br>Regional Partners<br>Government Departments and Agencies<br>Iwi<br>Consultants | The Chief Executives of the Whakatane, Kawerau and Opotiki District Councils<br>Mayor and Councillors of the Whakatane, Kawerau and Opotiki District Councils<br>Chief Financial Officer, Kawerau District Council<br>GM, Community & Economic Development, Whakatane District Council |

### MAIN PURPOSE OF THE JOB

To lead Toi EDA to facilitate economic growth in the Eastern Bay of Plenty. The position will lead the development and delivery of the Toi EDA economic development strategy, implement economic development initiatives and monitor economic indicators in the context of the regional economic strategy, Bay of Connections.

### ORGANISATIONAL CONTEXT

|                              |   |
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| <b>Reports Ultimately To</b> | The Whakatane, Kawerau and Opotiki District Councils, The Bay of Plenty Regional Council and Te Runanga o Ngati Awa (Deed of Trust) |
| ↓                            | ↓   |
| <b>Reports Directly To</b>   | The Board of Toi EDA  |
| ↓                            | ↓   |
| <b>THIS POSITION</b>         | General Manager   |

| KEY ACCOUNTABILITY AREAS  | KEY RESULT AREAS   |
|---|--|
| <b>Strategic Direction</b>  |  |
| <p>Lead and assist the Toi EDA Board in the development and implementation of the economic strategy for the Eastern Bay of Plenty</p>   | <p>An economic development strategy is developed and approved by the Board.</p> <p>The economic development strategy is aligned with Bay of Connections.</p> <p>An implementation programme is developed.</p> <p>Regular monitoring occurs of the programme against the aims of the strategy.</p> <p>Undertake regular economic monitoring of key indicators for the Eastern Bay of Plenty, along with interpretative commentary about statistical findings.</p> |
| <b>Relationships</b>  |  |
| <p>Engage with District and Regional Councils to ensure alignment of activity and resources</p>   | <p>Regular engagement occurs with relevant staff at the Whakatane, Kawerau and Opotiki District Council's and the Bay of Plenty Regional Council.</p> <p>Relevant Council projects or initiatives are identified, and where appropriate, supported.</p> <p>Assessment of the alignment between Toi EDA and the Board occurs when the Council's prepare Annual Plans and Long Term Plans.</p> <p>Economic advice is provided to the Councils.</p>                 |
| <p>Key interface with Bay of Connections to drive imperatives for the region, ensure appropriate engagement, and provide key linkage and reporting to stakeholders.</p>                                     | <p>Interface with Bay of Connections is successful.</p> <p>Stakeholders are kept informed and involved.</p>  |
| <p>Coordination of economic development resources and activities of Whakatāne Ōpōtiki and Kawerau District Council's and Toi EDA, where these are aligned with the strategic objectives of Toi EDA</p>      | <p>Economic development is coordinated across the Eastern Bay to meet strategic objectives.</p>  |
| <p>Engage with Iwi organisations and key commercial enterprises in the region to coordinate and align activities recognising that they are significant drivers of future economic growth in the region.</p> | <p>Effective engagement occurs with Iwi organisations and with business and industry stakeholders.</p> <p>The Strategy aligns with business and industry aims.</p>   |

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| Manage the communication of Toi EDA strategies and achievements to the wider community.   | Key messages from Toi EDA are effectively communicated to the Eastern Bay community.<br><br>Awareness of Toi EDA and its achievements are raised.   |
| <b>Project Management</b>   |   |
| Identify targeted projects with major contributors and co-ordinate project work accordingly.<br><br>Undertake specific project work as agreed by the Board. | Projects are identified.<br><br>Contributors are found and contributions secured.<br><br>Project work is completed in accordance with the approved project plan. Reporting of outcomes occurs.<br><br>Contractors or consultants are effectively managed. |
| <b>Financial &amp; Administration Management</b>  |   |
| Manage the financial and secretarial functionality of the board   | Financial and secretarial services are provided to the Board.<br>Toi-EDA remains financially viable through prudent management of its financial resources.  |
| Advocate and identify contributors for the activities of Toi EDA.   | Financial support for Toi EDA is secured annually.  |
| Business Plan and Statement of Intent developed and delivered.  | Business Plan and Statement of Intent developed annually.<br><br>Monthly reporting to the Board against the aims of the Business Plan and Statement of Intent.  |
| <b>Organisational Responsibilities</b>  |   |
| <b>Health and Safety</b>  |   |
| Implement Toi EDA's health and safety policy in respect to immediate work area.   | Council policies adhered to, meetings held in accordance with established policy and timetables, records kept, issues notified, accidents/near misses investigated and hazards identified, eliminated, isolated or minimised as appropriate.              |
| <b>Risk Management</b>  |   |
| Manage organisational risks   | Insurance policies for professional and property are implemented and maintained as agreed with the Board.<br><br>All employment and contractual commitments are confirmed in appropriate written agreements.  |
| <b>Other</b>  |   |
| Any other duties that may be required from time to time.  | Duties undertaken.  |

| <b>Dimensions</b> |   |
|-------------------|---|
| Turnover          | \$320,000 pa  |
| Staff             | 2 FTE   |
| Authorities       | Operating and capital expenditure (within approved budget) \$10,000 |