

**Job title** Strategy and Transformation Manager

**Reporting to:** Chief Executive

**Staff management:** Nil

## **Job Purpose**

The Strategy and Transformation Manager is responsible for leading and delivering strategic development initiatives that drive growth, investment, and economic transformation across the Westland district. The role integrates economic development expertise with project and change management capabilities, ensuring that council-led projects align with community needs, industry resilience, and workforce capability.

This position plays a critical role in:

- Economic development by driving district-wide strategies, securing funding, and fostering economic growth.
- Project management by overseeing council-led and economic development projects.
- Change management by leading internal council transformation initiatives, including organisational culture, system improvements, and operational efficiencies.

## **Duties and Responsibilities**

### **Strategy Development and Growth**

- Lead the design, development, and implementation of strategic development programmes that enhance district-wide prosperity.
- Identify and apply for government grants, industry partnerships, and investment initiatives to support regional development.
- Build and maintain strong relationships with iwi/Māori business networks, industry leaders, and central government agencies.
- Provide strategic advice to council on economic trends, funding opportunities, and investment strategies.

### **Project Management – Council-Led Initiatives**

- Lead council-driven strategic development projects, ensuring alignment with council objectives and community needs.
- Develop and implement project plans, budgets, and risk management strategies to ensure project success.
- Work closely with council teams, elected officials, and external stakeholders to ensure effective project execution.
- Monitor and report on project performance, ensuring milestones and KPIs are met.
- Manage relationships with contractors, consultants, and funding agencies for project delivery.

### **Change Leadership – Internal Council Transformation**

- Support change management initiatives within the council, driving cultural, system, and process improvements.

- Implement strategies to improve council efficiency, service delivery, and internal operational effectiveness.
- Engage with council staff and leadership to facilitate smooth transitions in policy, funding models, or organisational structures.
- Develop and deliver workshops, change frameworks, and advisory sessions to build change capability within the council.
- Act as a key advisor on business transformation, digital adoption, and operational best practices.

## **Key Relationships:**

### **Internal:**

- Executive Management Team
- Elected Officials (Councillors, Mayor)
- Council employees

### **External:**

- Local and regional government agencies
- Iwi/Māori economic development entities
- Business networks and industry associations
- Central government agencies (MBIE, NZTE, MSD, etc.)
- Contractors, consultants, and funding bodies

## **Skills, experience and education**

### **Education and Certification:**

- 5+ years in economic development, regional growth, or industry transformation roles.
- 10+ years in project management, overseeing council-led or economic development initiatives.
- 10+ years in change management, leading internal organisational transformation.
- A degree in economic development, business, public policy, project management, or a related field.
- Project management certification (PRINCE2, PMP, Agile) preferred but not essential.
- Change management certification (e.g., PROSCI) an advantage.

### **Experience:**

- Proven experience working in a government, council, or complex multi-stakeholder environment.
- Experience in managing budgets, funding applications, and programme reporting.
- Experience in data analysis, economic forecasting, or business intelligence.

### **Skills**

- Strong understanding of funding mechanisms, economic policy, and regional development strategies.

- Demonstrated ability to lead strategic projects that deliver tangible economic and operational outcomes.
- Strong stakeholder engagement, negotiation, and partnership-building skills.
- Familiarity with government funding programmes such as MBIE funding, PGF, or regional economic development grants.
- Understanding of Te Tiriti o Waitangi and Māori economic development principles.

### **Health and Safety**

- Adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- Identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- Report all accidents and near miss events.
- Be familiar with emergency procedures.
- Ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- Implement the removal of hazards where practicable and provide training in this area.
- Investigate accidents and near miss events.
- Ensure staff are trained and kept up to date with any new work safe policy changes.
- Ensure visitors and contractors operate under the Council health and safety policy and procedures.

### **Civil Defence/Emergency Management**

- To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

### **General Duties**

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.

- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.