



Position Description:

Chief Executive

Business Hawke's Bay (BHB) is the region's economic development agency. BHB was created in 2011 as an initiative of the Hawke's Bay Chamber of Commerce with the support of regional stakeholders.

As a consequence of recent discussions between the boards of Business Hawke's Bay and the Chamber of Commerce (Chamber) it has been accepted that the governance, management and organisational requirements of Business Hawke's Bay have grown since its inauguration two years ago.

Through the mutual agreement of both boards, it has been agreed that BHB will become a separate legal entity with an intended commencement date of 1st July 2013. A private sector Board for BHB will be responsible for the governance of the new entity; the appointment of a dedicated Chief Executive is a significant part of BHB's development path.

The Chief Executive is primarily responsible for achieving Business Hawke's Bay's mission "to retain, grow and attract vibrant businesses and people, making Hawke's Bay the best regional location in which to work, invest, live and grow "

Key leadership priorities include:

- Business development - fostering regional business growth (economic development)
- Attracting new business to Hawke's Bay
- Executing the Strategic Plan in the context of the Statement of Corporate Intent
- Managing stakeholder relationships
- Elevating BHB's presence within the business community, including media

Reporting to the BHB Chair, the Chief Executive is responsible for one staff member; additional staff may be recruited as business growth strategies are developed and implemented. A shared services agreement is being negotiated with the Chamber, with the intent being to continue sharing premises in Hastings.

Accountability Framework

Accountability	Key Activities	Measures
Business Development	<ul style="list-style-type: none"> Support BHB agreed projects and participating board members Maintain relationships with key local businesses to understand the initiatives that can drive growth, promote and facilitate services/solutions available to them Represent BHB at all relevant regional business meetings and events and where necessary, present on the initiatives being undertaken by the organisation 	<p>Targets met around:</p> <ul style="list-style-type: none"> Consistency with Strategic Plan Resource optimisation Increases In regional FTE's, GDP, value added activity Reporting, systems & processes in place including maintaining a regional business database by company Regional inclusiveness Services provided are complementary to Chamber
Attraction of New Business	<ul style="list-style-type: none"> Proactive approach to identifying sectors, supply chains partners, companies and regions in NZ which may be attracted to relocating to the region Use of relevant resources to in order to develop compelling & individualised business cases (research, one on one representation, direct marketing, Distribution Cost Analysis tool) 	<p>Targets met around:</p> <ul style="list-style-type: none"> Consistency with Strategic Plan Reporting, systems & processes including maintaining prospect database Relevance and quality of all resources Responsiveness to enquires Minimum of 10 active leads, relocation by 10 companies to HB within 3 years Budgeting/costs
Management of Stakeholder Relationships	<ul style="list-style-type: none"> Develop and maintain relationships with all current stakeholders (financial & non-financial) Attract new (private sector) financial supporters Effective linking of BHB Advisory Group & Callaghan Innovation Regional Partner Maintain relationships with all other regional & national stakeholders who have a contributing role to the success of BHB growth initiatives 	<p>Targets met around:</p> <ul style="list-style-type: none"> Currency of contracts (covering all financial & in-kind sponsors) Fulfilment of contract service obligations 6 monthly reporting to stakeholders Weekly interaction, consistent with Strategic Plan Maintaining a (regional) stakeholder database
Organisational Leadership	<ul style="list-style-type: none"> Proactive leadership of BHB Manage staff accountabilities Develop constructive on-going regional media coverage in conjunction with Communications specialist Maintain website relevance 	<p>Targets met around:</p> <ul style="list-style-type: none"> Organisation values, culture & performance, positive relationships with all parties Workforce planning Minimally bi weekly HB Today coverage & monthly BHB newsletter Information currency
Organisational Management	<ul style="list-style-type: none"> Contribute to BHB strategy Responsibility for effective project reporting using prescribed processes Responsibility for effective Board meeting reporting & process, including all relevant project activities (agenda agreed with Chair, circulation of material, minutes approval and distribution) Manage staff recruitment, performance & conduct Ensure compliance with forecasting, budgeting, planning and reporting 	<p>Proactive lead in:</p> <ul style="list-style-type: none"> Compliance with all statutory requirements Monthly meetings, consistent compliance with Strategic Plan, quality & timeliness standard Leave levels maintained within policy Financial budgets x project Compliance with all statutory requirements

Key Capabilities

Demonstrated expertise and experience in:

- General Management experience within a relevant commercial environment.
- A degree in business
- Familiarity in working with Local and Central Government agencies.
- In-depth knowledge of economic development.

Attributes and focus:

- Customer and service focus
- People and team leadership
- Financial acumen
- Agility and responsiveness
- Continuous improvement focus

Key Interface Points

Internal:

- Board members
- Food Network Facilitator
- Communications specialist
- Advisory Group
- Key allies: ICEHOUSE, NZTE, Callaghan Innovation, Export NZ
- Chamber staff

External:

- Business owners
- Specialist service providers
- Industry bodies e.g. HB Winegrowers, Food HB
- Central Govt. agencies
- Local councils