

Position description

ENTERPRISE ADVISER

ACCOUNTABLE TO:	General Manager Enterprise
LOCATION:	New Plymouth, Taranaki
DATE:	June 2021

1. THE ORGANISATION

Venture Taranaki Trust (VT, or the Trust) is the regional development and promotion agency for Taranaki, encompassing a wide range of activities, spanning local and regional economic development and strategy, enterprise innovation and growth, regional promotion and marketing, sector development, and major event attraction. The Trust is a Council Controlled Organisation of the New Plymouth District Council, is governed by an independent Board of Trustees, and guided by the principles of Te Tiriti o Waitangi.

The long-term impact that we are working towards is a Taranaki economy that supports the well-being of our people and environment, underpinned by resilient enterprises, economies and communities. We do this by:

- Promoting Taranaki as a great place to learn, live, work, play, visit and create
- Providing enterprise support and enablement
- Undertaking research and thought leadership
- Promoting investment in Taranaki.

Our work is also guided by ***Make Way for Taranaki Tapuae Roa***, the regional economic development strategy for Taranaki, and by the **Taranaki 2050 Roadmap** for transitioning to a low emissions economy.

WORKING FOR US

Venture Taranaki is a small, high-performing team widely acknowledged as making a significant difference to the Taranaki region through what we do and how we do it. We encourage ongoing innovation and improvement and have a strong focus on staff engagement and workplace culture. The services and projects we deliver are varied and interesting and we endeavour to expose our team to a range of engaging and challenging work. Venture Taranaki is here to serve Taranaki and working with the Trust will allow you to make a meaningful contribution to the community on a daily basis.

2. THE ROLE

The Enterprise Adviser role works directly with Taranaki enterprises and potential start-ups to assist with their growth, and facilitate the creation of economic wealth, by utilising the services available through Venture Taranaki, New Zealand Trade & Enterprise (NZTE), Callaghan Innovation (CI) and other appropriate agencies developing sustainable and internationally competitive enterprises in the region.

This includes providing guidance, connection, networking and facilitation to all Taranaki enterprises, developing actions plans to support enterprise growth, and facilitating access to NZTE, CI, Business Mentors NZ and other services as appropriate.

The role is also responsible for undertaking specified projects focused on issues of relevance to Taranaki regional development as required. Projects will be aligned to Venture Taranaki's agreed business plan and its role in achieving the agreed regional economic development strategy.

TEAM:	Enterprise
REPORTS TO:	General Manager Enterprise
DIRECT REPORTS:	None
INDIRECT REPORTS:	None
OPERATING BUDGET:	Within the annual budgets approved by the Board for area of responsibility
DELEGATED AUTHORITY:	No delegation for capital expenditure, intangible assets, lease obligations, motor vehicle obligations and non-budgeted expenditure
STAKEHOLDERS – INTERNAL:	<ul style="list-style-type: none"> • VT Board of Trustees • VT Senior Management Team • VT employees
STAKEHOLDERS – EXTERNAL:	<ul style="list-style-type: none"> • Taranaki business owners, managers and entrepreneurs • New Zealand Trade and Enterprise (NZTE) • Callaghan Innovation (CI) • Business Mentors NZ (BMNZ) • Taranaki Territorial Local Authorities (TLAs) – NPDC, STDC, SDC and TRC • Industry and business associations and groups

3. RESPONSIBILITIES

- Act as a key contact for government and local assistance for enterprises and potential start-ups in the region, guiding, networking, connecting and facilitating access to services and programmes on offer

- Work with enterprises and individuals to assist with their business development and capability needs – including identifying enterprises that may be eligible for Business Mentors NZ (BMNZ), NZTE and CI services
- Assist Taranaki enterprises with building and achieving on their development plans, to help ensure they are sustainable into the future
- Issue NZTE Management Capability Funding and CI Getting Started Grants to appropriate recipients
- Support enterprises with innovative ideas, evaluating innovation potential using CI tools, facilitating access to CI services and the range of CI grant programmes supporting R&D activity
- Facilitate relationships between enterprises, research institutions, government, and providers of management capability development services, including developing and maintaining networks
- Scope, plan, implement and monitor projects as agreed with management, reporting on progress, outcomes and issues
- Manage the contact and flow of information between individual Taranaki based entities that engage with VT and related agencies
- Be a catalyst for activities and services that will assist in developing an enterprise’s international competitiveness
- Be an active member of the Enterprise team and the wider VT team, working both independently and collaboratively as required
- Ensure all client contact and engagement data is kept up to date on the client management systems for VT

Note: These duties may change from time to time to meet operational or other requirements.

4. SKILLS, KNOWLEDGE AND BEHAVIOURS

VT’s core competencies below, outline the skills, knowledge and behaviours that are important to the organisation.

RELATIONSHIP MANAGEMENT	<ul style="list-style-type: none"> • Builds and maintains positive working relationships with internal and external stakeholders • Works well as part of the immediate and the wider team and is supportive and respectful of other team members • Consults and collaborates with others as appropriate • Represents VT in a professional and diplomatic manner • Demonstrates cultural and political awareness
PLANNING AND ORGANISATION	<ul style="list-style-type: none"> • Demonstrates effective project management skills • Demonstrates effective time management skills • Prioritises competing demands without compromising the quality of work delivered • Plans ahead and completes projects

COMMUNICATION	<ul style="list-style-type: none"> • Is confident communicating clearly and persuasively to a range of audiences • Employs the most appropriate method/medium of communication to reach the desired audience • Is able to communicate complex ideas and issues in a way that is easy to understand
PROBLEM-SOLVING	<ul style="list-style-type: none"> • Demonstrates a solutions-based approach to overcoming problems in a positive and constructive manner • Analyses relevant information in a rational manner to form evidence-based judgements • Demonstrates creativity and innovation when assessing problems and developing solutions
STRATEGIC THINKING	<ul style="list-style-type: none"> • Demonstrates knowledge and understanding of the regional, national and international context VT operates within • Understands the strategic goals of VT and what these mean at an operational level • Proactively plans and takes appropriate action to achieve goals • Demonstrates an awareness of the political environment that VT operates within as a public service entity
INNOVATION AND CHANGE	<ul style="list-style-type: none"> • Looks for opportunities to make improvements and add value • Works cooperatively with others to develop innovative solutions • Sees opportunities and responds positively to change • Is open to feedback and seeks out personal opportunities to learn and grow
HEALTH, SAFETY AND WELLBEING	<ul style="list-style-type: none"> • Complies with the <i>Health & Safety at Work Act 2015</i> and VT's internal health and safety policies and procedures • Takes reasonable care of own health and safety while at work • Actively contributes to promoting a safe working environment

5. QUALIFICATIONS, EXPERIENCE AND PERSONAL ATTRIBUTES

- Strong client-centric orientation, focused on client management, relationship skills and teamwork
- Independent thinking capable of acting as soundboard and able to offer clear, coherent thoughts to challenge and shape thinking
- High standard of communication skills and ability to relate to people across all levels, enterprise sizes, sectors and maturity
- Ability to clearly articulate ideas and thoughts verbally, and to make presentations to others
- Solution oriented focus – able to evaluate information, problem solve and offer potential solutions
- Collaborative inclusive approach to client engagement and work practice

- Understanding of small-to-medium sized enterprises (business management, operations and functions), the issues faced by companies seeking to build performance and the services available to help them innovate and grow
- Knowledge of local, regional, NZTE, CI and Business Mentors NZ services for enterprises
- A tertiary level qualification in a relevant discipline
- High level of computer literacy