

Job Description

Te whakatakotoranga tūranga

Economic Policy Advisor

Fixed Term (Parental leave cover)

Pūtake Tūranga - Scope

To gather information, conduct in-depth economic analysis, and apply critical thinking to support council decision making in the areas of economic development and environmental management. Uses economic theories and a variety of economic tools, techniques and methods to understand economic trends, assess the impact of policies and develop appropriate strategies, projects and programmes.

This broad role contributes to several council areas of focus (community outcomes) including a strong regional and sustainable regional economy, health waters for the environment and our people, and safe and effective transport networks connecting our region.

Nga Whainga - Key responsibilities

Economic Analysis of Projects

Integrate economic analysis and critical thinking into council projects to support informed decision-making and effective implementation, including the identification and interrogation of the critical inputs and assumptions to help understand the project's strength and weakness.

Economic Information

Research, gather and interpret economic information as required and/or requested, ensuring appropriate economic methods and tools are employed to deliver important insights.

Resource Management

Design, plan and conduct economic analysis (both quantitative and qualitative) and reporting on resource and environmental management issues relevant to the council, including the assessment of the impact of policies, so that economic related issues are taken into consideration in decision-making.

Economic Development Initiatives

Identify and analyse new economic development opportunities, contributing to the advancement of impactful strategies and programmes of work.

Project Management

Manage economic development projects that council leads and/or funds, maintaining robust legal and reporting frameworks to safeguard council's investment.

Economic Leadership

Ensure the efficient and effective operation and compliance of council's economic development activities through the Joint Regional Economic Development Committee, Northland Inc, and funding allocations.

Relationship Management

Develop and maintain relationships with external stakeholders, including government agencies, iwi, community groups, and research organisations, to enhance economic and environmental outcomes.



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Tō Pukenga - About you

Qualification, skills and experience:

- A tertiary qualification in a relevant discipline (economics, environmental economics, policy development or similar).
- Well-developed computer literacy skills including experience in the use of Microsoft applications especially Word, Excel and Outlook.
- GIS ability would be an advantage.
- Demonstrated ability in undertaking economic research, analysing and reporting on the information derived including appropriate conclusions and recommendations.
- Experience in use of economic appraisal tools, such as cost benefit analysis and multi-criteria analysis.

Personal attributes

- Sound written and verbal communication skills.
- Demonstrated both initiative and good judgement.
- High level of facilitation, persuasion and influencing skills. A self-starter, positive and able to enthuse and persuade others.
- Ability to build relationships with a wide range of people.
- Has a self-disciplined approach to managing workload and able to cope in times of pressure.
- Displays personal and professional integrity.
- Committed to H&S and organisational values.
- Continuous improvement philosophy in all duties.
- Display cultural empathy and awareness.
- An understanding of the purpose and principles of the Resource Management Act 1991 and the Local Government Act 2002 (preferred).
- An understanding of te Tiriti o Waitangi (preferred).

Reports to: Economist
Group and Department: Corporate Services
Location: Whangarei
Date: October 2025

Declaration	
I have read and understood the contents of this Job Description.	
Name:	(Please print full name)
Signature:	Date:



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