

# Major Events Portfolio Manager

**Reports to:** Head of Major Events

**Direct Reports:** Two

**Team:** Visitor Economy

**Date:** May 2026

## Role Purpose

The purpose of this role is to hold clear accountability for the performance, governance, and delivery of ChristchurchNZ's contracted major events portfolio, ensuring all events meet agreed investment objectives, contractual obligations, and delivery outcomes.

The role leads and manages a small, high-performing team responsible for contracts, portfolio, and partnerships functions, including direct management of the Major Events Partnership & Contracts Manager(s). It drives clear accountability, consistent ways of working, and high performance across event delivery, contract management, and stakeholder engagement.

The role provides ownership across a diverse portfolio of events, overseeing contracts, funding requirements, stakeholder and rights-holder relationships, Local Organising Committees (LOCs), and event development activity. It ensures a consistent and disciplined approach to project and contract management, enabling high-quality delivery and maximising economic, brand, legacy, and community outcomes for Christchurch.

Operating at a portfolio level, the role is accountable for investment oversight, reporting (including MBIE and other funding requirements), risk management, and operating within a complex, multi-agency environment. The portfolio includes Christchurch-owned events, international showcases, and significant multi-year contracts (e.g. Supercars, World Cups), requiring a coordinated and high-performing approach to delivery and continuous improvement across systems and practices.

## ChristchurchNZ Purpose Statement

Mā temahi tahi, ka hangahe taiōhangakia oraai ngātāngata me ngāwāhi hoki. Together we're shaping an economy where people and places thrive.

## Who is ChristchurchNZ

ChristchurchNZ (CNZ) is the economic development, regional tourism, and promotion agency for Ōtautahi Christchurch. We are the catalyst for Ōtautahi Christchurch's economic transformation, driving growth and prosperity for our people and our place. We are the champions of our city, showcasing its vibrancy, innovation and potential to the world.

## What does the team do

Visitor Economy employees help Ōtautahi Christchurch grow as a vibrant destination, bringing people and life to the city and attracting visitors to boost the economy. We create and manage a portfolio of engaging major events throughout the year, while also actively bidding for and securing major events that align with the city's strategic priorities, showcasing Christchurch as a playful and balanced place to live, visit, and invest.

We bid for business events aligned with our city's business sector strengths to help drive Christchurch's prosperity and knowledge base. We also promote the city and its surroundings to potential visitors while balancing that with our communities seeing the benefits. Join us to help make Ōtautahi Christchurch a better place.



We are Open



We are Purposeful



We are Together

## | What you will do

### **Portfolio Performance & Delivery**

Own and oversee the end-to-end delivery and performance of the contracted major events portfolio, ensuring all events are delivered on time, on budget, and in line with agreed objectives, contractual requirements, and quality standards.

### **Governance, Risk & Reporting**

Ensure strong governance frameworks are in place across the portfolio, with consistent processes for performance monitoring, risk management, issue resolution, and compliance with all reporting obligations, including MBIE/third party funding requirements.

### **Investment & Financial Oversight**

Maintain oversight of event investment, funding agreements, and financial performance, ensuring accurate planning, tracking, and clear alignment between investment and economic, brand, and community outcomes.

### **Stakeholder, Partnerships & Rights-Holder Management**

Support with the management and relationships with rights-holders, strategic partners, and Local Organising Committees (LOCs), ensuring strong alignment, clear communication, and effective collaboration to deliver contractual outcomes and maximise partnership value.

### **Portfolio Planning & Management**

Oversee the composition and balance of the major events portfolio, including Christchurch-owned events, international showcases, and multi-year contracts, ensuring a coordinated and high-performing programme, working in close partnership with the Bidding & Prospects Manager.

### **Systems & Continuous Improvement**

Embed consistent systems, processes, and best practices across the portfolio, driving continuous improvement, efficiency, and knowledge sharing across all events and partnerships.

*Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform to contribute to the overall success of the organisation, if asked to do so.*

## | What you will have

### **Minimum Qualifications**

- Tertiary qualification in event management, business, marketing, project management or a related field (or equivalent experience)

### **Minimum Experience**

- Significant experience (typically 8+ years) in the events industry, with major events experience essential
- Proven experience in contract management and negotiation
- Demonstrated experience managing complex events or portfolios with multiple stakeholders
- Experience leading and managing teams

### **Key Skills**

- Major events governance, delivery oversight, and host city outcomes expertise
- Strong understanding of host city leverage and legacy outcomes
- Strong contract management and commercial negotiation skills
- Excellent stakeholder and relationship management
- Portfolio/project management and delivery oversight
- Financial and reporting capability
- Leadership and team management

## | Ways of Working

### PERSONAL RESPONSIBILITIES

- Act with integrity and accountability by living into our organisational values
- Ensure you are informed of the CNZ strategic direction and how your work contributes our wider purpose
- Embrace opportunities to work with others across the organisation, sharing your knowledge and expertise to optimise business performance
- Take personal accountability for your health, safety, and wellbeing
- Be innovative by approaching your work with a growth mindset, and the ability to navigate change

### SUSTAINABILITY

- Demonstrate accountability for your resource use and disposal to minimise environmental impacts and economic cost
- Encourage partners and stakeholders to adopt environmentally sound practices and quality assurance programs

### MĀORITANGA

- Demonstrate commitment to the principles of the Treaty of Waitangi by acting in the spirit of participation, partnership, and protection
- Consider Māoritanga in all aspects of business, and engage with iwi where appropriate

### PEOPLE LEADER RESPONSIBILITIES

- Lead with empathy and integrity and role model our organisational values
- Create and maintain an environment of psychological safety for your team, encouraging diversity of thought and innovation
- Champion a commitment to health, safety, and wellbeing across the organisation
- Develop your team to be at their best, using our talent management tools and principles
- Be accountable for your own growth and development as a leader so that you can coach others
- Provide strategic direction and support for your team, with the ability to navigate and lead through change
- Champion diversity and inclusion initiatives and the importance of mana whenua and Māoritanga across the organisation

## | Working relationships

### INTERNAL

- Primarily within immediate team
- Collaboration with most of the organisation
- Influencing across most of the organisation

### EXTERNAL

- Transactional interaction with external stakeholders
- Influencing and/or negotiating with external stakeholders
- Final negotiations with external stakeholders

## | Financial Delegations

### BUDGET MANAGEMENT

- N/A
- Yes

### BUDGET OWNERSHIP

- N/A
- Yes

### BUDGET LIMIT INDICATION

- Nil
- Up to \$50,000
- Up to \$100,000
- Over \$100,000

*Budget limit is a threshold indication only, your actual financial delegations are as per the delegated authorities policy*