

Engagement Advisor – Growth Sectors

Reports to: Head of Growth Sectors

Direct Reports: Nil

Team: Antarctic Office, Growth Sectors, Innovation and Business Growth

Date: October 2026

Role Purpose

This fixed-term role provides dedicated coordination and engagement capacity across the Christchurch Antarctic Gateway and the wider Growth Sectors portfolio. It combines priority Antarctic stakeholder, communications and programme delivery with operational support for Growth Sector digital platforms and cross-sector activity.

Working closely with the Head of Antarctic Office, the role will maintain essential Antarctic relationships and delivery, including engagement activities, communication, marketing, PR and activation outcomes aligned to the Christchurch Antarctic Gateway Strategy.

The role will also manage the day-to-day operation of the Aerospace and Health ecosystem platforms and provide broader event and administrative support in collaboration with Sector Leads across ChristchurchNZ's growth sectors

- Aerospace, Healthtech, Cleantech and Bioeconomy.

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

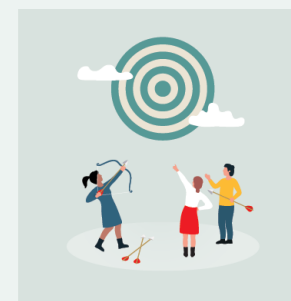
ChristchurchNZ (CNZ) is the economic development, regional tourism, and promotion agency for Ōtautahi Christchurch. We are the catalyst for Ōtautahi Christchurch's economic transformation, driving growth and prosperity for our people and our place. We are the champions of our city, showcasing its vibrancy,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

What does the team do

Innovation and Business Growth (IBG) employees nurture Christchurch innovators and the ecosystem that helps them thrive. We also support the business community, especially in targeted high-growth industries. We work to create high-value jobs for residents and are collaborating with the business community to step towards the city's economic ambition of creating a regenerative economy, because Christchurch is a city that cares about its people and their futures. Join us to help make Ōtautahi Christchurch a better place for business.



We are Open



We are Purposeful



We are Together

| What you will do

Antarctic Gateway Engagement and Coordination

- Lead and coordinate the Gateway Leadership Group and bi-monthly Antarctic MarComms Group meetings, including preparation, actions and follow-up.
- Deliver a coordinated programme of engagement, communication and activation aligned to the Antarctic Gateway strategy.
- Support the ChristchurchNZ marketing and comms team to deliver consistent and effective Gateway messaging.

Communications, Event & Marketing Support

- Coordinate and support the delivery of Antarctic-related events, workshops, outreach initiatives, hosted visits and delegations.
- Maintain engagement and event schedules, manage logistics and stakeholder communications, and work with the marketing team and external partners to promote Antarctic opportunities, industry capabilities and educational initiatives.
- Provide additional communications, engagement, event and marketing support across the Growth Sectors and wider IBG as required.

Digital Platform and Community Management

- Maintain and support the Aerospace and Health digital ecosystem platforms ensuring strong user engagement, platform maintenance, performance monitoring and managing queries.
- Collaborate with Sector Leads and partners to drive user engagement, meet platform KPIs and support external stakeholder relationships to attract revenue and grow ecosystem participation.

Growth Sectors Support

- Provide other coordination and administration support across Growth Sectors and IBG as required.

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

- Relevant tertiary qualification or equivalent practical experience.
- At least 3-4 years of engagement, event, marketing or communications experience.
- Strong organisation, prioritisation and time-management skills, with the ability to manage seasonal peaks and competing demands.
- Confident stakeholder engagement and written and verbal communication skills.
- Experience supporting events, workshops, communications or public-facing programmes.
- Competence with digital platforms, databases, social media, web applications and Microsoft Office.
- Ability to undertake research, synthesise information, maintain accurate records and support reporting.
- Collaborative, action-oriented and comfortable working across teams in an ambiguous environment.
- Diplomacy, sound judgement and confidence working with government, research, industry and community partners.
- Understanding of economic development, innovation, commercialisation or sector ecosystems is desirable.
- Experience with the Antarctica, Healthtech, international engagement or community programmes is desirable.

| 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

| Working relationships

INTERNAL

- ☐ Primarily within immediate team
- ☒ Interaction 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