



Position: Central Regional Manager
Hours: 40 hrs per week
Reports to: National Network Manager
Based: Working from a co-sharing space

BACKGROUND

The Sustainable Business Network (SBN) is a social enterprise made up of businesses, governmental agencies and organisations located across the country. Established in October 2002, the SBN is the largest and longest-standing organisation dedicated to sustainable business in New Zealand. Our purpose is 'Empowering business so people and nature prosper'.

Members of SBN can:

- **Connect** – collaborate with other Network members and build partnerships to grow their business. Connect with our experienced team to receive expert advice.
- **Be inspired** – our creative news and social media outlets share their stories. Our nationwide events help them learn, network and be inspired.
- **Act** – join powerful coalitions and collaborate on our projects, which are one of the key ways we make the world a better place. Our key project areas are waterway restoration (Million Metres Streams and GulfX) and the circular economy. Members can use our practical tools and resources to make a difference.

The SBN office is based in Britomart, Auckland and the team provides a range of services to members delivered both in person and online.

PURPOSE OF POSITION

Focus on growing and retaining Central Region membership numbers and assisting with implementing the SBN national strategy via acting as a local point of contact, providing value to members by delivering local benefits such as a regular call cycle, on-going networking events and facilitating participation in, and instigating where appropriate, projects.

TASKS AND RESPONSIBILITIES:

- Deliver SBN membership benefits to local members
- Specifically, create and facilitate (with gui. ance from the National Network Manager and Events Manager) on-going local networking, sharing and National project related events that will provide opportunities for members to connect with and learn from others.
- Critical role in providing two-way communication between the SBN and local members, particularly activity within the SBN project areas and national events (forums, conference, showcase, awards) –
 - while also keeping the SBN informed of what's happening in the Central Region.
 - Utilising the SBN Team for operational and content related input
- **Liase** with local members to ensure they are engaging with the Network and utilising the SBN membership benefits as well as providing a local point of contact.
- **Assist** the National Network team with enthusing members about the vision, and aligning them to the National strategy
- Participate in the task of gaining **new members** via promoting SBN to local organisations. Ears on the ground – looking for exciting local activities or opportunities for SBN to showcase local success through its communication channels.
- Work with SBN Project Team and Events Manager to develop, deliver and **enrol participants in 'Good Food'** related events and programs/contracts.

Compliance

Compliance with all Health and Safety procedures as defined by the Health and Safety Act.

Compliance with all company policies and procedures. Any other duties as and when required by the employer.

The job description outlined while specific is not exhaustive.

In the course of the employee's employment with SBN the employee shall carry out all tasks diligently, responsibly and with regard to the best interests of the employer.

The employee shall become properly familiar with and follow all procedures of the employer established from time to time. The employee shall observe in all respects the directions and instructions given by the Director or which may be properly given by an officer or employee of the employer having authority to give such directions or instructions to the employee.

Key Competencies

Performance will be reviewed annually with six monthly reviews. Staff are expected to perform strongly in the following areas and align with SBN's values

Sense of Mission

Understands and can discuss aspects of the SBN's vision, values, purpose and aims. Has a passion for the environment and people and a clear understanding of the projects carried out and the services provided to members

Is conscious of the image of the network and of the working environment. Takes steps to enhance the professional image of the network as a warm, professional, welcoming, safe and environmentally sound organisation. Seeks out, builds and fosters alliances in the community, with others who share similar strategic directions and may be useful in assisting the SBN to achieve its mission and goals.

Unwavering purpose

Understands SBN's purpose is to help business succeed through sustainability and seeks to deliver great value to its members to show what is possible to the NZ business community. It's through this steadfastness that we will we will make step change for sustainability.

Personal

Self-directed and self-motivated. Demonstrates professional self-care. Knows when and how to seek support.

Confidently and eloquently able to express views, even when faced with differing points of view. Displays confidence in own decisions. Is skilled in facilitating groups of people and events to a desired and favourable outcome.

Shows an interest in, and seeks to develop a broader understanding of, issues relating to the work of the SBN and the New Zealand business sector generally, and seeks to professionally develop in their role

Takes action based on positive expectations. Feels comfortable seeking guidance and support in difficult or sensitive situations.

Confronting issues

Is fearless in confronting the hard issues surrounding sustainability for business. Rather than lobbying, takes a courageous approach to tackling the difficult questions and promoting robust, pragmatic discussion.

Modelling sustainable practice

Leads by example using the best sustainable business practices - more than lip service - modelling the current and designing the future paradigms become a reality.

Performance

Takes deliberate steps to achieve agreed KPI's with measurable targets that really stretch. These are monitored and referred to often.

Is competent in the management of projects. Is able to create a project plan with timelines, resources, key milestones, Profit & Loss etc and reports accurately on that performance.

Uses creative ideas and flexible in grabbing opportunities. Get excited by new ideas. Identifies or anticipates and prepares for opportunities. Able to identify opportunities

which may add value to the network members. Is able to balance own priorities and preferences with those of others or with network requirements.

Creative, influential trailblazers

Works with members and facilitates a culture of creativity. We are successful, inventive and resourceful.

Teamwork & Collaboration

Champions self-management and is able to empower, support and help others. Recognises inherent historical knowledge within SBN and seeks advice or support before frustration sets in.

Is capable of undertaking formal research to assist in providing reliable, best practice information to members or team members. Is open and honest in dealing with others, respecting own and other's rights to have differing views.

Actively looks for opportunities to work with others to progress practical projects, programmes which improve sustainability outcomes.

Develops long term relationship with key funders or project supporters

Publicly credits others who have performed well. Cooperates rather than competes. Communicates needs clearly and willingly. Imparts knowledge to others.

Generating possibilities, Realising Opportunities

Actively uses SBN's local and global networks, expertise, relationships, and a comprehensive set of tools and services to generate possibilities (from new products to service offerings to business models) and realise opportunities for success for members - the business community in general, and SBN itself.

Valuing Diversity

Demonstrates an understanding of other cultures or preferences by adjusting own behaviour to improve communication and understanding. Is empathetic, comfortable and friendly in diverse groups.

Providing opportunities for energising, inspiring interactions

Helps create energising and inspiring events which showcase what are possible, pose questions, and encourage debate and discussion. Is informal and non-conformist, yet creates a sense of community and common purpose.