

IDENTIFICATION

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| <i>Position Number</i> | <i>Position Title</i> | <i>NOC/Dept. Code</i> |
| 63-0599 | Contributions Officer | 152690-154 |
| <i>Department</i> | <i>Division/Region</i> | <i>Location</i> |
| Industry, Tourism and Investment | Trade & Investment / Investment & Economic Analysis | Inuvik |

PURPOSE OF THE POSITION

(The main reason as to why the position exists, in what context, and the overall end result.)

In conjunction with the Manager, Trade & Investment, the incumbent is responsible for managing the administration of the Support for Entrepreneurs in Economic Development (SEED), Business Development and Investment Corporation (BDIC), Inuvik Business Incentive Policy (BIP) Qualification Committee and Traditional Economy Community Transfer Initiatives (CTI), Agriculture and Fisheries Grants & Contribution programs and other special initiatives that may from time to time be administered through the department.

SCOPE

(Describe in what way the position contributes to and impacts on the organization)

The position is located in Inuvik and serves the 8 communities of the Beaufort Delta Region. The Region encompasses the Town of Inuvik and smaller, more isolated communities within the Gwich'in and Inuvialuit Settlement Regions.

The position tracks the budget commitments and expenditures for the contribution and grant programs to ensure the budgeted program funds are accounted for. The position is responsible for reviewing project accountabilities for up to 200 project files each fiscal year. The position ensures the project expenditures are in accordance with the approval document and provides explanation to Economic Development Officers and clients on missing documentation and variances in activities.

GNWT BUSINESS INCENTIVE POLICY

The BIP is an economic policy that applies to all competitive contracts issued by the GNWT. To be considered for registration under this Policy, a business must submit an application for registration to the appropriate (ITI Region) BIP Qualification Committee.

Under the Policy, each Regional Superintendent of Industry, Tourism and Investment, or their delegates, is responsible for Chairing a BIP Qualification Committee which includes representatives from at least three other departments or public agencies subject to the Policy.

The mandate of each BIP Qualification Committee is to:

- (i) approve or reject applications for registration under the Policy;
- (ii) issue written notice to both the applicant and the BIP Monitoring Office (BIP Registry) of decisions made with respect to each application;
- (iii) respond to general inquiries related to the Policy;
- (iv) monitor compliance of BIP Businesses to ensure that they continue to meet the conditions of registration as set out in the Policy;
- (v) through the BIP Monitoring Office, recommend to the BIP Senior Management Committee revoking the registration of any BIP Business which, in the opinion of the Committee: has misled the Committee, no longer meets the conditions of registration as set out in the Policy or has failed to renew annually its application for registration.
- (vi) Provide any documentation to the BIP Monitoring Office, required for the proper administration of the Policy.

The BIP Monitoring Office will enter any business approved for registration into the BIP Registry.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished)

Under the direction of the Manager, Trade & Investment you will be responsible for the organization and co-ordination of the Support for Entrepreneurs in Economic Development (SEED), Business Development and Investment Corporation (BDIC), Inuvik Business Incentive Policy (BIP) Qualification Committee and Traditional Economy Community Transfer Initiatives (CTI), Agriculture and Fisheries Grants & Contribution programs and other special initiatives that may from time to time be administered through the department.

- Providing program information guidelines, applications and interpretation to business clients / regional officers / Government departments and agencies for the SEED, CTI, BDIC, BIP and TEAF.

- Provide guidance and counselling to inquiries with regards to the proper completion of applications and business regulatory requirements (WCB, Business Licenses, Company Registration, Tourism, General Hunting Licenses, etc)
- Receiving, registering and reviewing for completeness all applications under the SEED, CTI, BDIC, BIP and TEAF policies;
- Consulting with Regional officers, Government departments, and agencies on analysis of applications, advising on policy, history of applicant and applicant's credit check and current status.
- Ensuring that the information flow between headquarters, Regional Office, Community Offices, and Agencies is efficient and services the needs of the clients.

Responsible for the co-ordination of meetings, recording of meeting minutes, decision memorandum and follow-up that will include letters of approval, deferral or rejection, issuance of contribution agreements and co-ordination of accounting for project funds by:

- Maintaining a current tracking system of SEED, CTI, BDIC, BIP and TEAF applications under evaluation to ensure timely analysis and consideration of the application is achieved.
- Maintaining a database of information about the clients, consistent with the database developed in Headquarters.
- Providing timely reports (weekly, monthly, quarterly, yearly) including, but not limited to: financial status, application and processing of funds, income and employment generation, accounting of funds and reports by various sectors i.e., communities, beneficiaries, fur harvesters, etc;
- Maintaining a current filing system for the programs that will include all documents of record.
- Provide briefing notes to the Regional Review Panel and Regional Qualifications Committee on projects requiring intervention.
- Resolve administrative problems on projects for regional staff, sector specialists and finance and administration officer.

At the request of the Manager, Trade & Investment, undertake specific projects in support of developing small businesses in the Inuvik Region, duties which may include;

- Compiling information on approved contributions in order for the Department to conduct the cost-benefit analysis on the projects.
- Undertaking specific socio-economic research on businesses or a business sector to determine the feasibility of related business opportunities of the barriers preventing development; (i.e. researching application assumptions)
- Co-ordinating information seminars or workshops on Departmental programs and services;
- Preparing written briefs on program and research summaries as background for issue papers developed in support of Departmental initiatives;

- Researching, developing and designing for delivery seminars, workshops and compilations of statistical data on department programs and services for the Regional Superintendent and Manager, Trade & Investment
- Reviewing selected projects and completing impact analysis for such things as effective use of public funds.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance)

Knowledge of:

- Government organization, procedures and protocol
- NWT political and business environment
- Administrative Records Classification System
- Operational Records Classification System

Skills:

- Technical computer skills including word processing, database management, spreadsheet, graphics, internet and electronic mail such as MS Word, Excel, Access, Outlook, PowerPoint and other related computer programs.
- General office administration, inventory control, quality control, and use of office equipment (telephones, photocopiers, facsimile machines);
- Basic level of accounting and public finance;
- Organizational and time management skills;
- Strong oral communication skills, a proven ability to express ideas and strong/effective writing and editorial skills;
- Proven analytical and research skills;
- Understanding and /or influencing people to achieve objectives, causing action or understanding others;
- Must possess excellent interpersonal skills;

Ability to:

- Interpret and apply requirements of legislation and policy in order to obtain results and organize resources in achieving results
- Interact with government and industry in a positive, professional and business like manner
- Extract information from various systems within the GNWT and prepare reports
- Maintain a positive working relationship with coworkers and members of the public and private sectors
- Interpret legal documents
- Work independently with little supervision and as a member of a team

- Exercise good judgment

These knowledge, skills and abilities are most commonly acquired through post secondary education in office administration, management studies including procurement and /or 3 to 5 years directly related experience.

Typically, the above qualifications would be attained by:

(Years of experience do not necessarily directly correlate to years of learning. Experience is one way of learning. It is possible to have ten years of work experience but not have equivalent amount of learning. It is not what one **does** that counts, it is what one **learns** from what one does that counts.)

College Diploma in Business Administration augmented by a minimum of two years relevant experience in accounting, commerce, and project administration or public finance.

WORKING CONDITIONS

(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands)

Physical Demands

(Indicate the nature of physical effort leading to physical fatigue.)

| | Frequency | Duration | Intensity |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------|-----------|
| The position involves the use of a personal computer. Typing for extended periods of time on the computer keyboard is often required. | Daily | Up to 7 ½ hours daily | Moderate |
| Lifting filing boxes onto shelves that are as high as seven feet. | 2x a week | ½ hour | Low |
| Site visit of businesses applying for supplier status. | 2x week | 1 to 2 hours | Moderate |

Although a majority of time for this position is spent at the computer, there is ample opportunity for the incumbent to get up and move around the office. The file boxes contain project records are stored in a storage room and a warehouse. This position is required to maintain the records in good order for access as needed. This position conducts site visits to businesses inspecting their inventory and premises for qualification under the Government's Business Incentive Policy.

Environmental Conditions

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed)

| | Frequency | Duration | Intensity |
|--|-----------|----------|-----------|
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| Site visits with hostel clients can result in verbal abuse. | Weekly | 1 to 2 hours | High |
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Although the position may be subject to some adverse environmental conditions, the amount of time and frequency is very low, and presents little opportunity for hardship to be incurred to the job.

Sensory Demands

(Indicate the nature of demands on the incumbent's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy).

| | Frequency | Duration | Intensity |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------|
| Analysis and review project accountabilities comparing them to the approved budget. The documentation can be complex and extensive depending upon the project budget and purpose. | Daily | 1 to 2 hours | Moderate. |
| Maintaining the spreadsheet for the budget commitments and expenditure and balancing to the FIS is a complex and demanding task | Weekly | 1 to 2 hours | Low |

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue. See User Guide for examples)

| | Frequency | Duration | Intensity |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------|
| Requires attention to detail, organization and ability to process documentation quickly and to an acceptable standard and an ability to manage time within conflicting demands which may cause some levels of stress. | Daily | 1 to 3 hours | Moderate |
| Completing the documentation for projects for clients under tight timeframes can be demanding requiring a high level of concentration. These are legally binding contracts and any mistakes could be costly. | Weekly | 2 to 4 hours | High. |

The position provides support to the Manager of Trade and Investment and the Business Development Officer when Contribution Agreements and Letters of Offer on Loan financing are completed. These agreements represent a financial commitment from the Government and there must be no errors or omissions in the agreements. Any

error or omission could result in the funds not being collectable from the client or overpayments to clients resulting in a need for the client to repay funds.