

## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	BIP Officer	
Position Number(s)	Community(s)	Division/Region(s)
63-10532	Hay River	Investment, Economic Analysis

## PURPOSE OF THE POSITION

The incumbent is responsible for the monitoring and evaluating of the Government of the Northwest Territories (GNWT) Business Incentive Policy #63.02 (BIP) to ensure compliance with the requirements of the Policy and promote increased opportunities for Northwest Territories (NWT) businesses and residents through GNWT procurement strategies and opportunities.

## SCOPE

The BIP is a GNWT economic policy, which applies to procurement contracts entered into by the GNWT. Pursuant to the Policy, a BIP Registry of approved NWT businesses and a web site are provided and maintained by the BIP Monitoring Office.

The position is located in Hay River and reports directly to the Manager, Business Incentive Policy and Contract Registry. The position is responsible for:

- Monitoring and evaluating the GNWT BIP within and across all GNWT departments and applicable agencies of approximately 1,400 businesses annually (which employ 7,600 NWT residents) through several levels of intradepartmental committees in five regions serving 32 communities; and
- Providing specialized procurement advice and information to public and private sector stakeholders.

The GNWT is a signatory to the Canadian Agreement on Internal Trade (AIT), which includes national procurement obligations, and recognizes the BIP. Procurement and BIP are referenced in NWT Socio-Economic Agreements; GNWT Legislation, Policies, Directives and Guidelines; Gwich'in Memorandum of Understanding (MOU) and the economic measures article of NWT Land Claim Agreements.

The BIP and Contract Registry and Reporting System Directive #808-6 (FAM Directive) Programs are referenced as supporting strategies for several Industry, Tourism and Investment goals.

## **RESPONSIBILITIES**

Monitors and evaluates the GNWT BIP Registry and Website to provide access to public and private sector stakeholders by:

- Auditing all approved applications for BIP registration to ensure eligibility compliance;
- Examining and interpreting BIP contract registration trends, statistics and compliance;
- Preparing a summary report for the BIP Evaluation Framework.

Provides executive support services by:

- Drafting executive documents (briefing notes, decision papers, oral questions, Financial Management Board submissions, correspondence) related to the BIP;
- Drafting and preparing standard information materials on the BIP for publication through the website, public meetings, training workshops, presentations, Committees, publications and briefing sessions;
- Researching and preparing graphs, charts and presentation materials related to procurement reviews and audits, when required;
- Representing the BIP Monitoring Office as secretary to the BIP Advisory Committee and the BIP Senior Management Committee;
- Drafting, preparing and maintaining the GNWT BIP Procedure Manual and standard documentation for business registration and reporting; and
- Implementing special assignments as required.

Provides specialized advice and information to public and private sector stakeholders to ensure consistent interpretation, by:

- Assisting in the delivery of information sessions and/or training workshops for public and private sector stakeholders;
- Delivering ongoing consultative support to the five BIP Regional Qualification Committees;
- Investigating complaints, resolving issues, responding verbally or in writing to inquiries and complaints or where required, providing recommendations on issues related to the BIP to be dealt with by the Manager, Business Incentive Program and Contract Registry;
- Maintaining credibility of qualifications through continuous learning, professional development, standards of practice, partnerships and affiliations to ensure a high level of competency and current knowledge;
- Ensuring advice provided is based on up-to-date and complete, to the extent possible, information either written or verbal.

## **KNOWLEDGE. SKILLS AND ABILITIES**

### **Knowledge of:**

- Technical knowledge in procurement including:
  - Supply Chain Management Association of Canada (SCMA) Principles of Buying, Transportation, Inventory Control, and Quality Management;
  - Management courses in business-related concepts and practices;
  - Accredited seminars in purchasing techniques and practices, benchmarking, leadership, supplier relations and management, negotiation and communications, contract law, e-procurement and cost/value analysis.
  - GNWT legislation, regulations, policies, directives and procedures governing procurement;
- GNWT Financial Administration Manual Directive #808-6; Contract Registry and Reporting System;
- GNWT BIP #63.02;
- Procurement chapters in Inter-provincial Trade Agreements;
- GNWT organization, policy development, decision-making processes; protocol;
- Project management process and methodologies;
- Software development practices and methodologies; and
- NWT political, economic, business and national procurement environment.

### **Skills:**

- Leadership, motivation and excellent interpersonal skills;
- Negotiation processes, statistical analysis and research methodology skills;
- Excellent organizational and planning skills;
- Technical computer skills including word processing, database, spreadsheet, graphics, Internet and electronic mail.

### **Ability to:**

- Prepare and use written materials, including graphs, charts and displays;
- Write effectively for various audiences;
- Analyze technical documents and incorporate the results into reports;
- Interpret procurement legislation, policies, directives and procedures;
- Interact in a positive, professional and business like manner with public and private sector stakeholders;
- Work independently without supervision;
- Plan and manage time and other resources to achieve goals;
- Identify and suggest new ideas to get the job done - creatively;
- Assimilate and synthesize material from a variety of expert areas;
- Manage multiple issues and cope with a demanding workload;
- Work in a partnership environment such as on task forces, inter and intra-departmental committees, cross-functional teams, and special projects; and
- Liaise with public and private sector stakeholders.

**Typically, the above qualifications would be attained by:**

These skills are normally acquired through the completion of post secondary education in procurement at a Supply Chain Management Association of Canada (SCMA) Level II; and continuous professional development; and membership with SCMA to ensure a high level of competency and current knowledge; and/or at least 5 or more years progressive and directly related experience in buying/contracting.

**WORKING CONDITIONS**

<b>PHYSICAL DEMANDS</b>	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
Incumbent works in an office environment with little or no physical demands	Daily	Daily	Low
May be required to carry equipment and reference materials to public sessions	Quarterly	Daily	Moderate
Because peak workloads tend to overlap, physical stamina is needed to maintain mental alertness	Quarterly	Daily	High

<b>ENVIRONMENTAL CONDITIONS</b>	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
Incumbent works in an office environment with little or no environmental implications.	Daily	Daily	Low

<b>SENSORY DEMANDS</b>	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
During peak periods, the incumbent may be required to spend long hours reading/analyzing documents and sitting in front of a video display terminal while working on various computer applications.	Quarterly	Weekly	High

<b>MENTAL DEMANDS</b>	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
Travel and occasional long hours associated with public and private sector meetings.	Quarterly	1-2 days	High
Incumbent must coordinate a heavy workload, under tight timeframes, set priorities for tasks and effectively manage time and resources of own and BIP Monitoring Office Staff, to meet frequent, multiple competing deadlines.	Quarterly	Daily	Moderate to High
Demands for quality assurance (thoroughness, accuracy, up-to-date information, grammar, spelling, typographic) in work, often performed under strict deadlines and rapidly changing priorities can cause stress	Weekly	Daily	Moderate to High

<b>MENTAL DEMANDS</b>	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
GNWT procurement, policies and reporting issues are politically sensitive and endure very high public scrutiny under a high level of confidentiality.	Quarterly	Daily	Moderate to High
Works in a diverse multi-cultural environment	Daily	Daily	Low
Incumbent operates in accordance with GNWT (and applicable Federal) legislation, regulation and policies governing procurement. The incumbent is accountable for the interpretation of such governing authorities and their translation into procedures manuals used by GNWT departments and applicable agencies.	Daily	Daily	High

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust - criminal records check required
- ☐ Highly sensitive position - requires verification of identity and a criminal records check

#### **Official Language Considerations (check one)**

- ☒ Not required
- ☐ Bilingual required (state language): \_\_\_\_\_