



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Business and Trade Officer	
Position Number(s)	Community	Division/Region(s)
63-0319	Yellowknife	Business Support, Trade and Economic Analysis/HQ

PURPOSE OF THE POSITION

The Business and Trade Officer (Officer) promotes the Northwest Territories (NWT) and delivers programs and services to encourage trade, investment and business development in order to create economic growth and employment opportunities for northerners.

SCOPE

The Business and Trade Officer reports to the Manager, Trade and Business Immigration and is located in the Industry, Tourism and Investment (ITI) Headquarters Office in Yellowknife. Trade, investment and business development programs involve overseeing policies and programs to promote the NWT as a viable place for investment; increasing trade and export opportunities, and providing business development programs and services.

The Business and Trade Officer contributes to ensuring that NWT businesses have a stable environment through the implementation of trade policy and programs; assisting in the administration of policies and programs that promote the NWT as a viable place for investment; delivers education services, market intelligence and programs to current and potential NWT exporters; and assists in other activities that promote the NWT as a desired place to invest and live.

The Business and Trade Officer is also responsible for assisting in the preparation of briefing materials; coordinating the activities of other Government of the Northwest Territories (GNWT) departments on internal and international trade matters; and liaising with trade and other federal government officials as well as provincial- territorial officials on trade related matters.

The Officer liaises with Aboriginal governments and organizations, employers and the private sector on trade and investment strategies and programs and builds relationships with national and international representatives that have high potential for investment. The incumbent must be familiar with national and international trade legislation, programs and agreements and the impact of such on the NWT.

Failure to provide an effective trade, investment and business development program could result in reduced trade, investment and economic growth which would impact on business and employment opportunities across the NWT.

RESPONSIBILITIES

1. Implement trade strategies, policies and programs to encourage increased investment in all regions of the NWT by:
 - Acting as point of contact for the public, other governments and other departments and agencies of the government of the NWT on trade and trade issues;
 - Assisting in providing briefing materials for senior officials and the Minister on trade policy related matters;
 - Coordinating the activities of other GNWT departments in territorial, national and international trade matters;
 - Attending trades negotiating meetings to discuss existing trade agreements or develop new trade agreements;
 - Liaising with trade and other federal government officials as well as provincial territorial officials on trade related matters including trade barriers;
 - Providing analysis of the implications of existing trade agreements on NWT policy; and,
 - Participating in national and international trade negotiations and other trade policy issues.

2. Implement investment strategies and programs to increase investment levels and demonstrate the NWT as an attractive investment location by:
 - Administering policies and programs that promote the NWT as a viable place for investment;
 - Working with other jurisdictions including the Government of Canada, provinces and other northern territories on investment related matters;
 - Developing and circulate promotional material and/or activities to highlight the investment opportunities in the NWT;
 - Directly promoting investment in the NWT to investors and investment regions;
 - Providing information and support services to potential investors and respond to investment enquires;
 - Working with territorial, regional and community based stakeholders to attract and interact with investors; and,
 - Providing Regional staff with current information on trade and investment issues.

3. Develop and deliver business development programs to encourage growth in business operations and employment by:
 - Conducting research on international, national and territorial business programs and initiatives;
 - Providing recommendations on the development of policies and strategies related to business development;
 - Implementing and administering strategies, policies, or programs related to business development;
 - Evaluating business program performance by developing key performance indicators and undertaking evaluations;
 - Liaising with funding agencies to maximize program effectiveness;
 - Provide other government departments with current information on trade and national and international investment issues; and,
 - Participating on intra-governmental and governmental committees dealing with trade and international business.

4. Deliver programs and services to increase the level of export of NWT goods and services by:
 - Conducting market research and provide advice on market expansion to increase economic growth and export opportunities;
 - Recommending strategies to promote NWT products and services in national and international markets;
 - Developing and delivering programs to educate potential NWT exporters;
 - Providing support services and market intelligence to current and potential exporters; and,
 - Responding to export enquires.

5. Coordinate communications and promotional activities to promote trade, investment and business development by:
 - Assisting in the planning and delivery of conferences, tours, and other events that highlight the NWT;
 - Attending events that promote the NWT or NWT business community; and,
 - Working with other departments, the private sector and the Federal Government to organize trade missions lead by senior political, administrative, Aboriginal and business leaders.

6. Provide support to the Manager and Director in the area of reporting and briefings by:
 - Assisting in preparation of cabinet and Financial Management Board documents, as well as briefing notes for Directorate and Department senior management; and,
 - Assisting with preparation of reports and other briefing materials to the Minister, senior management within ITI, business organizations and other government departments.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental demands.

Sensory Demands

No unusual sensory demands.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Knowledge of legislation, regulations, policies, and strategies pertinent to trade, investment and business development.
- Knowledge of national and international trade agreements and inter-governmental memorandums of understanding and how they impact on Canada and the NWT.
- Knowledge of the NWT business and investment climate and opportunities.
- Knowledge of export strategies, requirements, tariffs, taxes, etc..
- Knowledge of investment and export strategies, programs and markets to increase opportunities.
- Knowledge of trade and investment communications, promotion and marketing strategies.
- Knowledge of departments, agencies, Aboriginal organizations, private sector partners and other stakeholders in relation to trade, investment and business development.
- Knowledge of public participation and engagement processes.

Skills:

- Skills in effective written and verbal communication for communicating with staff, divisional managers, departmental executives and managers, regional staff, stakeholders and the public.
- Skills in teambuilding to promote an environment of cooperation, innovation, teamwork and excellence in client service.
- Skills in project management.
- Skills in negotiation to encourage committees and groups to reach consensus in formulating policies and strategies.
- Skills in using computer software including word processing, database, spreadsheet and presentation software.

Abilities:

- Ability to work in cross cultural situations.
- Ability to represent the Department in a variety of forums with professional credibility and integrity.
- Ability to achieve results in an environment of continual change, uncertainty, limited resources, and complex issues that often have underlying political implications of territorial scope.
- Ability to react and respond quickly to urgent demands from Senior Management.

Typically, the above qualifications would be attained by:

A relevant undergraduate degree in education disciplines such as economics, business administration or public policy, combined with related experience in related fields such as trade, investment, exportation and/or business development. An equivalent combination of education in the above fields along with directly related experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

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

French language (check one if applies)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Aboriginal language: Choose a language

- Required
- Preferred