

**IDENTIFICATION**

<b>Position Number</b>	<b>Position Title</b>	<b>NOC/Dept. Code</b>
63-4936	Business Development Officer	4163 / 521523
<b>Department</b>	<b>Division/Region</b>	<b>Location</b>
Resources, Wildlife and Economic Development	North Slave Region / Dogrib Area	Rae, NT

**PURPOSE OF THE POSITION**

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

Promote and assist business development in the Dogrib Area and the North Slave Region.

**SCOPE**

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

Under the direction of the Dogrib Area Superintendent, and on behalf of the Department of Resources, Wildlife and Economic Development, the Business Development Officer is responsible for determining the appropriate type of financial assistance required meeting the need of business applying for financial assistance.

This position evaluates business development application to determine if the application is eligible for the program and if the proposed business initiative is financially viable. Inadequate or inappropriate analysis could lead to inappropriate decisions involving use of Government and/or private sector funds, as well as impact on the Department's credibility. On a region wide basis, this position is assigned the responsibility to provide advisory assistance to clients and businesses that are of a size, complexity, or sensitivity that requires a dedication of time and expertise not readily available from other regional officers. On a region wide basis, this position will develop and maintain relationship with institutions, corporations and resource developers with interest in the Dogrib Area of the North Slave Region with a view to realizing Departmental objectives of business and employment development through communicating, advocacy and networking.

On an area wide basis, this position participates in public relations activities, including the promotion of existing and new business development programs, industry developments, community planning and conferences and workshops.

This position contains all of the duties and responsibilities of the Business Development Officer, with regards to delivering the programs of this department BCC, BDF and SBG, as well as the duties of co-coordinating and tracking all contributions made in the Dogrib Area. As the senior officer, the incumbent is expected to provide expert advice to senior management and co-workers in a larger number of areas – especially adherence of applications to BDF policy. The incumbent is also expected to develop the deliver training to all field staff in the Rae area, to ensure that everyone in the field (Resources & Economic Development Officer's), etc. are aware of policy and procedures – as directed by the Manager, Trade & Investment.

### **RESPONSIBILITIES**

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

1. Assist individuals and businesses to access the Department's programs of financial assistance (e.g. loans through the Business Credit Corporation (BCC) and grants or contributions through the Department's Business Development Program (BDP) and assist business clients to access financial assistance from other sources including federal programs such as the Aboriginal Business Development Program or from financial institutions by:
  - Providing expert assistance to businesses and individuals in the identification of the type and source of financial assistance to meet their requirements, assistance with the development and submission of financial assistance proposals or applications, and providing pre-loan counselling to potential applicants;
  - Evaluating applications for GNWT financial assistance against program authorities (legislation, policy, etc.) and financial/business criteria and recommending approval, rejection or approval with amendment to the Dogrib Area Superintendent;
  - Ensuring required security and other terms and conditions of loans or contributions are met prior to advancing funds;
  - Monitoring accounts to ensure ongoing compliance with all terms and conditions of financial assistance; and,
  - Taking corrective action when conditions are not met, such as the collection of outstanding payments or the development of restructuring plans, as required.
2. Provide business consulting services and business development information to businesses, individuals, groups, organizations, and economic development corporations by;

- Providing expert advice, or arranging the provision of specialized advice, regarding the feasibility and implementation of identified opportunities for the creation of new businesses or ventures;
- Providing, or arranging the provision of, consulting services (e.g. accounting and bookkeeping; managerial assistance related to the use of key financial ratios, budget control, etc.; assessment of problems related to managerial and technical skills; and operational plans);
- Providing information about governing legislation and regulation at the federal, territorial and municipal levels (e.g. Income Tax Act, Workers' Compensation Act, business licensing by-laws) with which businesses must comply; and
- Assisting businesses in obtaining required regulatory permits or licenses.

3. Provide expert support and assistance to Resources and Economic Development Officers by:

- Providing advice, support and skill transfer in technical areas such as the use of key financial ratios and other standard requirements in the evaluation of applications for financial assistance on request; and,
- Assessing the need for skill development by Resource and Economic Development Officer, recommending the development of training materials or events, and delivering approved training.

4. Promote community and economic development in Dogrib Area and encourage economic growth by:

- Conducting evaluations and assessments of potential economic and business opportunities to determine the feasibility of and the resources necessary to support or develop the opportunity.
- Conducting "awareness programs" (which may be in partnership with other Departmental experts or interest groups) to inform and solicit interest in the general and targeted business communities;
- Informing business and referring interested businesses to available support agencies, such as the NWT Business Centre, or to a network of service providers (e.g. private sector business consultants); and,
- Developing and maintaining a network of contacts and referrals active in the Dogrib Area business community, including representative associations and service providers (e.g. public and private financial institutions).

5. Contribute to the achievement of trade and investment objectives in the Dogrib Area and the North Slave Region by:

- Assisting the Dogrib Area Superintendent in the development of strategies, plans and objectives;

- Developing financial plans including O&M budgets, variance reports, etc.; and,
- Recommending change to trade and investment programs.

### **KNOWLEDGE, SKILLS AND ABILITIES**

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

#### Technical:

- Specialized knowledge of financial management, financial analysis and accounting at a seasoned level.
- Specialized knowledge of commercial credit at a seasoned level.
- Specialized knowledge of training and development at a seasoned level.
- The incumbent must possess computer skills in word processing, database, spreadsheet and presentation software, as well as the Internet and electronic communication.

#### Management or Supervisory:

- Knowledge and skills in management and supervision are required to provide consulting advice and service to business.

#### Communication skills

- Excellent verbal communication skills are required to exchange information, negotiate solutions, train, and carry out promotional activities that could include Public speaking.
- Excellent written communication skills are required in order to draft reports and convey information and advice to clients and businesses. The position is writing for a variety of audiences and must be able to communicate with lay people with limited education, to professionals.

#### **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.)

The knowledge, skills, and abilities needed to fill this position are normally acquired through a Degree in Commerce and two years of related experience or a Diploma in Business Administration and four years progressively related experience, including commercial lending.

## **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
Normal Office. Extensive computer use can cause eye strain and fatigue	Daily	4-6	Medium

### **Environmental Conditions**

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

	Frequency	Duration	Intensity
Travel to communities, by vehicle or aircraft, in the North Slave Region is often done during periods of adverse weather conditions.	Monthly	4-6 hours	Medium

### **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
Normal Office	Daily	3-4 hours	Low

### **Mental Demands**

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

	Frequency	Duration	Intensity
Mental stress can happen as a result of harassment from clients that are not happy with funding requests denied or program applications not approved. At times harassment may not be limited to the work place, which may cause disruption to an employee's personal life.	Monthly	1-2 hours	Medium