



IDENTIFICATION

Department		Position Title	
Industry Tourism and Investment		Business Programs Officer	
Position Number(s)		Community	Division/Region(s)
6835		Yellowknife	Investment and Economic Analysis

PURPOSE OF THE POSITION

The Business Programs Officer is responsible for providing a wide range of services, in regards to business assistance and economic development programming, to various stakeholder groups in the Northwest Territories (NWT). The marketing and promotion of business services and programs provided by the Government of the NWT (GNWT) and the Department of Industry, Tourism and Investment is a key function of the position.

The incumbent is also responsible for maintaining and monitoring the Community Futures Program (CFP), BizPal services and the Northwest Territories Nominee Program (NTNP).

SCOPE

The position is a Headquarters position located in Yellowknife and reports directly to the Business Programs Advisor. The position furthers Departmental responsibilities related to business and the economy by:

- Assist with operating and advising on ITI business assistance and economic development programs run out of the headquarters office and work as a liaison with GNWT Regional offices, businesses, and community organizations involved with these programs;
- Assist with policy development and proposal evaluation by conducting research and analysis as needed and compiling information for decision making, monitoring and reporting purposes;
- Monitoring and reporting on usage of ITI business programs;
- Liaison with Federal/provincial/territorial government and like agency counterparts in furthering business assistance and economic development goals in regards to national, regional and community based programs both proposed and actual; and

- Provide support, from policy development through to systems development, operational maintenance and program promotion, as directed, in regards to the CFP, BizPal and the NTNP.

Community Futures (CF) are independent business lending agencies that also provide related business assistance. ITI funds the seven NWT CFs. Day-to-day liaison with CFs, and reporting on their activities is done through Regional offices. The Business Programs Officer helps fulfill a coordinating function at headquarters to ensure support policies address CF needs and to ensure CF activities are documented and analyzed in relation to other ITI programming.

BizPal is an online source of information on permits and licenses that is free to businesses looking to start or grow a business in Canada. Launched in 2005, BizPal is jointly managed by a partnership involving governments at the federal, provincial, territorial and municipal levels. The Business Programs Officer assist with fulfilling the operational requirements (systems designs, development, maintenance, monitoring and reporting), of BizPal, where implemented and the roll-out requirements (promotion and training) where planned.

The Northwest Territories Nominee Program (NTNP) is an immigration program operated by the GNWT, through an agreement with Citizenship and Immigration Canada (CIC), allowing qualified individuals to obtain permanent residency in a shorter time than the regular process. While final authority rests solely with CIC to issue permanent residency, ITI facilitates those applications submitted by Entrepreneurs and the Self-Employed in the interest of addressing critical labour shortages and promoting business development in the NWT. The incumbent is charged with providing support to Regional offices, taking the lead on fraud prevention as it relates to this program as well as assisting with policy development, implementation and overall program promotion.

Additional duties include assisting in the coordination and provision of Departmental input into joint ITI/BDIC initiatives or ITI/Federal/provincial committees or working groups, as needed, to ensure NWT business and ITI interests are addressed.

The position will also be expected to take on other assignments in the area of business and economic development policy, strategy, or program development as directed by the Manager, and may be assigned the role of Business Programs Manager in the absence of the Manager.

RESPONSIBILITIES

Under the general direction of the Business Programs Advisor:

1. In the areas of operating and advising on program, policy, and strategy development, evaluation and review:

- Assist with the development of strategies, policies or programs related to business development and assist, as directed, in the administration of the programming developed;
- Work closely with Regional staff in the provision of ITI business assistance programming to client groups in the NWT;
- Assist in the implementation of key indicators program and, working with regions, tracking program dollars and developing reports;
- Assist as directed with public consultation sessions and private sector committee's created to guide policy or strategy development;
- Assist with research in the development of policies, strategies and legislation related to business and economic development and make policy arguments based on said research;
- Provide assistance with the evaluation of business program performance.
- Assist the Business and Trade Officer as directed by the Business Program Advisor in trade related matters; and
- Liaise with BDIC or other funding agencies to maximize program effectiveness and reduction of program duplication; if any.

2. In the areas of business proposal evaluation:

- Provides research and analytical support in regards to business funding proposal evaluations, this may require the compilation and review of historical information, economic data and risk management based factors;
- Assist with the analysis of business funding proposals by providing research and analytical support and by compiling and reviewing assigned data;
- Be familiar with proposal evaluations and methodologies and provide assistance with funding requests or for general business proposals that may be seeking GNWT or ITI assistance;
- Assist with the collection and preparation of documentation on appeals or disputes that arise in the course of business assistance programs being delivered.

3. Represent ITI interests on Intergovernmental or Other forums:

- Assist the Business Programs Advisor when working with other Territories, provinces, and the federal government in the promotion of economic development and investment in the North and participate in forums as directed;
- Work with Federal Government departments in the design of regional economic development programs for the NWT;
- Coordinate ITI involvement in, access to, and possible delivery of Federal regional development programs.

4. In the area of community futures (CFs):

- Assist with the collection and analysis of CF reporting data, as provided by the Regional offices, and with the compilation and production of the *Northwest Territories Community Futures Annual Report*;
- Liaise with Federal government and CF counterparts as needed in regards to the implementation, monitoring and reporting of support programs for CF's;

- Provide support, from policy development through to systems development, operational maintenance and program promotion, as directed, in regards to the CFP, BizPal and the NTNP.

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- Liaise with Federal government and CF counterparts as needed in regards to the implementation, monitoring and reporting of support programs for CF's;

- Assist in developing or amending CF support guidelines and policies.

5. In the area of BizPal programming:

- Works to implement BizPal throughout the NWT by engaging with municipal governments and local business associations to integrate BizPal into their working commercial and service infrastructures;
- Promotes BizPal as a service, makes presentations to the general public and interested groups as needed and assists in the launch event campaigns of successful BizPal implementations;
- Maintain the BizPal service, provide training to partner groups as directed and monitor and report on BizPal activity as required; and
- Represent the interests of the GNWT in the systems development aspects of the BizPal initiative by serving on the technical Working Group committees (comprised of Federal, provincial and territorial counterparts) that maintain and enhance the computing, database and user-interface capabilities of BizPal.

6. In the area of the Northwest Territories Nominee Program (NTNP):

- Assist the Business Programs Advisor in regards to assessing the impact that changes in Federal legislation, regulation, policy and guidelines have on NTNP activities and goals;
- As assigned, serve on Working Groups that guide and direct NTNP program activity;
- Provide advice to the Regional offices in their role as intake for the NTNP, serve as a point of contact for interested immigrants, their legal and immigration counsel and Federal immigration officers as needed; and
- Report on NTNP activity as needed.

7. In the area of investment fund entities under the auspice of ITI:

- Support the Business Programs Advisor by maintaining proper records for the Funds banking, operational and audit purposes, preparing documents and reports as needed and directed;
- Assist in organizing Board meetings by preparing briefing notes and other related materials as needed.

8. In the area of reporting and cabinet documents:

- Assist in the preparation of presentations, reports and other briefing materials to the Minister, senior managers and various other GNWT departments and/or stakeholders as directed.

9. In the role of performing other assigned duties:

- The incumbent will be tasked with reconciling the monthly budget variances for the Investment and Economic Analysis division or ITI;
- The incumbent may be appointed as Acting Business Programs Manager from time to time in the absence of the Manager.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of NWT economic and business issues related to Departmental economic and business programming;

- **Working knowledge of:**

- General business operations (primarily in the fields of accounting, financing and procurement) and business plan development and assessment;
- Business financing and familiarity with industry standards in the field;
- The NWT business community and issues facing northern businesses regarding financing and general operations;
- Various trade agreements (Agreement on Internal Trade) and inter-governmental memorandums of understanding and how they impact on the NWT;
- The components and relative strengths and weaknesses of the NWT economy;
- Legislation, policies, and programs relevant to business and economic development in the NWT including the Business Incentive Policy;
- Knowledge of immigration processes in general and, in specific, the processes involved in gaining permanent residency in Canada;
- This position requires the skills needed to plan and organize and coordinate a variety of activities (meetings, presentations, consultation processes, etc.) as needed;
- Proponent must have well developed verbal and written communication skills that cross a number of disciplines as the position will have to make presentations to a variety of audiences in both private and public sector settings;

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

A degree in Business/Financial Management and/or a diploma in business administration combined with further advanced education. These qualifications should be combined with at least six years of experience in position that have a clear focus on some combination of project management, policy development, database management and/or budgeting and variance development and reporting processes. Extensive experience in training client groups and is a definite and desired asset.

A working knowledge of Word, Excel, PowerPoint, through on-the-job or other training, is a requirement and proficiency with various database and accounting programs is expected.

WORKING CONDITIONS

The position occupies an office in a typical office setting.

Physical Demands

Majority of the workday is spent sitting at a desk and working on a computer

Environmental Conditions

Work is conducted indoors, under controlled lighting

Sensory Demands

Long hours in front of a computer screen.

Mental Demands

The position must be able to respond to deadlines.

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