



Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Trade and Business Immigration	
Position Number(s)	Community	Division/Region(s)
63-8134	Yellowknife	Business Support, Trade and Economic Analysis/HQ

PURPOSE OF THE POSITION

The Manager, Trade and Business Immigration (Manager) is responsible for developing, implementing and administering strategies, policies and programs designed to promote investment, trade, business development and economic immigration in the Northwest Territories (NWT) to increase economic development and employment opportunities. The Manager is considered the Government of the Northwest Territories' (GNWT) authority in, and is responsible for, setting the direction for growth in each of these areas.

SCOPE

Trade, investment, business development and immigration are critical elements for the growth and sustainability of the NWT economy. The Manager is responsible for managing the staff of the Trade and Business Immigration unit which leads initiatives that allow for the growth of these key economic elements. The Manager reports to the Director, Business Support, Trade and Economic Analysis, Department Industry, Tourism and Investment (ITI).

The Manager is responsible for representing the GNWT interests related to furthering trade, immigration investment and economic development goals in various forums and liaise with indigenous governments, businesses, organizations, agencies and other levels of government. The Manager is responsible for leading the setting of priorities for each of the sectors and oversees the development of strategies, policies and programs, including making recommendations on the development and/or revision of relevant legislation, regulations, agreements and practices.

The Manager works with a number of multi-stakeholder programs and projects offered in partnership with other organizations, including:

- Providing support in the policy development, implementation and promotion of initiatives under the Northwest Territories Nominee Program (NTNP) - an immigration program operated by the GNWT, through an agreement with Immigration, Refugees and Citizenship Canada (IRCC), allowing qualified individuals to obtain permanent residency. The NTNP is an immigration program operated by the GNWT, through an agreement with IRCC allowing qualified individuals to obtain permanent residency in a shorter time than the regular process. While final authority rests solely with IRCC to issue permanent residency, ITI facilitates applications submitted to the Business Stream in the interest of addressing economic diversification and promoting business development in the NWT.
- Representing the interests of the GNWT under the Agreement on Internal Trade (AIT), which is an inter-governmental agreement between the federal government and the provinces and territories to reduce and eliminate barriers to free movement of people, goods, services and investments within Canada.
- Representing the interests of the GNWT under various international trade agreements such as the Comprehensive Economic and Trade Agreement with the European Union and Trans Pacific Partnership. The provinces and territories are active participants on these files and co-ordinate activities with Global Affairs Canada.

Failure to provide sound leadership and direction and/or develop effective strategies and policies may have a profound and lasting impact on the growth of these key sectors and on northern communities, businesses and individuals.

RESPONSIBILITIES

1. Represent the interests of the NWT in national and international trade negotiations and other trade policy issues to ensure that NWT interests are represented in trade policy:
 - Oversee the activities of the division in the area of national and international trade;
 - Develop and provide analysis of the implications of existing and proposed trade agreements on GNWT policy;
 - Represent the interests of the NWT at negotiations to amend existing or develop new trade agreements;
 - With federal, provincial and territorial counterparts, serve on the multiple Committees and Working Groups that guide and direct national and international trade activity; and,
 - Provide briefing materials for senior officials and the Minister on trade policy related matters.
2. Lead the development and implementation of investment strategies and programs to encourage increased investment and economic growth in the NWT:

- Provide advice and recommendations on investment and export strategies;
 - Conduct analysis on investment and export issues including the use of regulations, policies, taxes and tariffs;
 - Provide advice on international, national and inter-provincial investment and export agreements;
 - Oversee the development of promotional material and/or activities to highlight investment opportunities in the NWT;
 - Participate with other jurisdictions including the Government of Canada on investment and export related matters;
 - Participate on trade missions lead by the Premier and/or Minister to major world markets;
 - Manage the delivery of export strategies and programs; and,
 - Work with major exporters to increase market exposure and market share.
3. Serve as Departmental lead on intra-governmental and inter-governmental committees dealing with international business assistance and economic development programming:
- Work cooperatively with other Territories, provinces, and the federal government in the international promotion of economic development;
 - Coordinate ITI involvement in access to and delivery of delegated Federal regional development programs;
 - Evaluate program outcomes for use in future negotiations and new programs; and,
 - Prepares presentations for a range of clients and agencies including Standing Committees, the Federal Government and respective agencies, Aboriginal governments and organizations, Land Claims agencies, regional/territorial organizations and community groups.
4. Implement and provide policy support for the immigration and NTNP to encourage immigration and investment:
- Lead the development of policy and guidelines in regards to the economic immigrant streams of the NTNP as operated by ITI;
 - Represent the interests of the GNWT in regards to the development of Federal guidelines and policy in regards to this program;
 - With Federal, provincial and territorial counterparts, serve on the multiple Steering Committees and Working Groups that guide and direct immigration and NTNP program activity;
 - Work with Headquarters and Regional Staff to develop training programs related to the NTNP;
 - Provide expert 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;
 - Oversee the NTNP immigration application process and ensure that applications are properly vetted and reviewed for accuracy;

- Evaluate business proposals as provided and perform checks and inquiries
 - Manage programs aimed at encouraging people to live in the NWT;
 - Develop partnerships with various organizations, private and public, to enhance the success rates and services offered under NTNP; and,
 - Report on NTNP activities.
5. Manage the human resources, financial and administrative functions of the unit to provide effective and efficient services within budgeted frameworks:
- Manage human resource functions within the unit including staffing, direction setting and performance evaluations;
 - Develop and implement annual work plans that establish short and long term objectives;
 - Prepare terms of reference and statements of work to direct contractors;
 - Identify budget requirements and funding sources directly or through partnerships
 - Forecast and manage the unit's budget in a fiscally responsible manner; and,
 - Negotiate cost shared arrangements with Regional Offices to meet agreed upon broad objectives and priorities.
6. Provide support to the Director in the area of reporting and documents for Cabinet:
- Prepare Cabinet or Financial Management Board decision papers related to the scope of this position, as well as briefing notes for Directorate or Minister; and,
 - Provide regular and annual reporting on territorial obligations under various agreements.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental demands.

Sensory Demands

No unusual sensory demands.

Mental Demands

The position requires regular travel that sometimes may occur with short notice and can be disruptive to regular routine.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Knowledge of national and international trade agreements and how they impact on both Canada and the NWT.
- Knowledge of legislation, policies, and programs relevant to trade, investment, immigration, business and economic development in the NWT.
- Knowledge of government agencies that support trade and investment.
- Knowledge of initiatives related to the attraction of immigrants to the NWT.
- Knowledge of the NWT business and investment community.
- Knowledge of immigration processes in general and, in specific, the legislative, regulatory, policies and processes involved in gaining permanent residency in Canada.
- A working knowledge of office software and presentation software.

Skills:

- Highly developed and functional verbal and written communication skills to develop briefing notes, draft strategies, and communicate with a wide range of audiences including stakeholders, communities, governments and businesses.
- Effective listening skills and the ability to interact in a positive, professional and business-like manner with stakeholders.
- Computer skills including word processing, database, spreadsheet, graphics, internet and electronic mail.
- Proven team leadership, human resource management and motivation skills.
- Budgeting, planning and financial management skills.

Abilities:

- Ability to conduct in-depth research and report on findings in an effective, efficient manner.
- Ability to plan, organize, integrate, and coordinate activities and to provide clear direction.
- Ability to quickly develop and apply creative, innovative solutions to problems.
- Ability to analyze complex situations with changing political and economic factors.
- Ability to work in cross cultural situation.
- 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.
- Ability to operate independently to managing projects, particularly in remote locations.
- Ability to work in a partnership environment such as on task forces, inter and intra-departmental committees, cross-functional teams, and special projects.
- Ability to attend to several tasks at the same time and excellent organizational and planning skills.

Typically, the above qualifications would be attained by:

A relevant Master's or equivalent degree in an educational discipline such as business management, commerce, international relations supplemented by four years of related work experience. This should include at least two years of experience (could be concurrent) in a federal/provincial/territorial trade environment, including participation in trade negotiations.

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) ☐

- X French preferred

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred