



IDENTIFICATION

Department	Position Title	
Northwest Territories Business Development & Investment Corporation	Contracts and Information Analyst	
Position Number(s)	Community	Division/Region(s)
89-12737	Yellowknife	Financial Programs

PURPOSE OF THE POSITION

The Contracts and Information Analyst is responsible for providing analysis on program activity and economic trends in support of improvements to program planning, development, delivery and decision making to the Northwest Territories Business Development and Investment Corporation's (BDIC's) programs.

The incumbent also administers the tendering and contracting processes; and the Contract Information System (CIS) in acquiring goods and services in accordance to the Government of the Northwest Territories (GNWT's) procurement policies for the BDIC.

SCOPE

The BDIC is a Crown corporation of the GNWT and provides a range of programs and services to help northern businesses succeed. The BDIC supports the economic objectives of the GNWT by encouraging the creation and development of businesses, providing financial assistance to businesses, and making investments in business enterprises. The BDIC promotes financial independence, assists communities in capturing investment development opportunities, and helps develop a diverse and viable northern economy. The BDIC's role in promoting and maintaining economic development and employment has both economic and social aspects.

The Contracts and Information Analyst is located in Yellowknife and reports to the Comptroller. The incumbent is responsible for gathering, interpreting and analyzing data and information on program activity and economic trends in support of the development of the BDIC's programs. The incumbent is also responsible for registering, renewing and discharging the BDIC's loan and venture investment securities, and acting as Data Administrator for the

BDIC's program databases and other system accounts. The position will also be accountable and responsible for providing a range of contracting and procurement services for the BDIC and its subsidiaries.

RESPONSIBILITIES

1. Analyze territorial and national economic, business, environmental and monetary issues, trends and data for ongoing policy and program development.

- Researches and collects economic, business, environmental and monetary data through liaison with territorial and federal departments, agencies, the Bank of Canada, financial institutions, publications and other data providers.
- Analyze and present analysis of economic, business, and monetary trends and indicators relevant to the BDIC's performance, programs and products.
- Utilizes a variety of application to assess data trends, including Excel and Access. At times, the research will have to use intuition and experience of the North to complement data.
- Researches and compiles the BDIC's quarterly reports and manages its publication.
- Maintains the BDIC database and develops reports to facilitate historical analysis.
- Compiles and synthesizes research reports for review by the Comptroller.

2. Organizes, administers, and manages the contract tendering and/or RFP process to ensure consistency and compliance with government policy and procedures.

- Verifies contract approvals by confirming signing authorities.
- Administers advertising for tenders including the editing, approval and placement of advertisements.
- Reviews the completeness and accuracy of tender packages prior to distribution.
- Responds to inquiries from bidders.
- Reviews the application of the Business Incentive Policy.
- Maintains records of all documents picked up by vendors for tenders or proposals call.
- Responsible for distribution of amendments to tenders and proposals.
- Receives all incoming tender and proposal packages, ensuring time deadlines are strictly observed and adhered to.
- Notifies vendors of changes to deadlines, addendums or changes to terms and conditions.
- Follows-up with contractors/suppliers to secure appropriate documentation is maintained and updated on file.
- Maintains a contract log for incoming requisitions.

- Maintains the contract files to ensure the completeness of the files.
- Develops and provides reports when requested.
- Evaluates tenders, specifically with regard to specification, compliance, delivery, transportation costs, and price implications to determine the lowest qualified responsive and responsible bidder.
- Approves and awards contracts and agreements within delegated authority and recommend approval of contracts and agreements above delegated authority.
- Identifies contractors who are eligible for Northern Preference under the Business Incentive Policy and ensure their proposal bid prices are evaluated accordingly.
- Prepares reports and make recommendations to senior management.

3. Collects and analyzes client information to assess trends, risks and areas of need to improve programs.

- Collects and records client information for assessment.
- Controls the numbering system for all BDIC program clients.
- Ensures client information is entered into the database in accordance with data entry protocol procedures.
- Develops and generates reports, both standardized and in response to specific inquiries, from the databases for use by other BDIC staff and regional delivery agents.
- Analyzes BDIC program information to prepare background for appropriate reports, technical papers, briefing notes, information packages and discussion, decision, position and options papers.
- Analyzes and researches BDIC program information to develop profiles of BDIC client groups and support improved risk analysis for BDIC financial programs.
- Identifies themes and trends in analysis and works with staff to identify issues for further analysis and data sources for further development.
- Imports data from other sources (for example, the Bureau of Statistics) and exports BDIC data as required.
- Monitors NWT Gazette (or other GNWT publications) and Companies registry for BDIC clients at risk of being struck.

4. Manages, amends and creates BDIC databases and implements system enhancements and improvements to the BDIC's information/financial management systems.

- Acts as System Administrator of the BDIC's databases and ensures regular back-ups and standard security controls and procedures are in place.

- Trouble-shoots database problems to ensure the integrity of BDIC's data information and database system.
- Administers user access, including access to specific modules within the database system.
- Trains and assists users in the operation of the systems.
- Develops and implements new reports and enhances existing reports.
- Consults with BDIC staff and senior management to identify additional information management system requirements and liaises with external service providers (within the GNWT or contractors) to address those requirements.
- Implements and tests approved changes and new features to enhance the databases to support current and future needs.
- Conducts regular tests and audits of data and system to ensure accuracy, completeness, integrity and reliability.
- Imports and exports table data from the databases, and create views as required.
- Develops spreadsheets and data files to other agencies for input into their system (Equifax).

5. Manages the BDIC's credit check system account.

- Acts as the System Administrator for the BDIC's credit check system.
- Registers new credit check account users as required.
- Monitors the use of the BDIC's credit check system account on a regular basis and follows-up on any irregularities in access.
- Ensures that individuals no longer authorized to use the account are removed from the list of users in a timely manner.

6. Safeguards the BDIC's assets by managing the registration, renewal and discharge of security for credit facilities and venture investments.

- Registers personal property security for credit facilities and venture investments in the Personal Property Registry (PPR) System.
- Registers land title and lease security for credit facilities and venture investments at the Territorial Government, Department of Justice, Land Titles Mortgage System.
- Monitors the accuracy of the BDIC's PPR system registrations and updates them as required to reflect changes to client information.
- Generates regular reports of securities requiring renewal in the upcoming month.
- Ensures that securities are renewed prior to their expiry date to protect the BDIC's interests.

- Ensures that all security documents for credit facilities and venture investments are discharged completely and in a timely manner, once the account is closed.
- Prepares and issues correspondence with the BDIC's legal counsel, the Federal and Territorial/Provincial Government Departments, insurance companies, the client, the clients solicitor and delivery agents with respect to the discharge of securities.

7. Manages the BDIC's Personal Property Registry System accounts.

- Acts as the System Administrator for the PPR system.
- Registers new PPR system account users as required.
- Provides training to new PPR system account users and assists users as required.
- Ensures that individuals no longer authorized to use the accounts are removed from the list of users in a timely manner.

8. Maintains financial program files and tracks receipt of all documents from clients and regional delivery staff.

- Sorts program documentation (application packages, evaluations, securities, etc.) into the appropriate files and sections within those files when it is received from the regional delivery agents or business advisors / subsidiary and risk analyst.
- Records the receipt of monitoring and collections information and files this information accordingly.

WORKING CONDITIONS

Physical Demands

Required to sit in one location much of time in an office environment.

Environmental Conditions

No unusual demands.

Sensory Demands

Sensory attention required for reviewing large volume of written material requiring quality assurance.

Mental Demands

This position requires duty travel approximately 4-5 times annually, varying from 1-4 days per trip. Some mental stress is anticipated as work is frequently required to be turned around very quickly to meet short deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of BDIC's goals and objectives and the political and social environment in which the BDIC's programs and services are offered.
- Knowledge of and ability to analyze and interpret legislation, policies and procedures.
- Knowledge of NWT political, economic and social environment.
- Knowledge of MS Office operating systems, MS software (Word, Excel, PowerPoint, and Access) and internet and email applications.
- Knowledge of database applications to support the development, revision and effective use of database for timely and provision of data.
- Knowledge of the basic principles of statistical data gathering and analysis.
- Knowledge of the basic principles of economics and standard economic data.
- Proven analytical and data assessment skills.
- Knowledge of information management systems.
- Knowledge of security management processes and requirements.
- Ability to communicate systems requirements to non-technical users.
- Ability to accurately process large amounts of information.
- Time management skills and ability to meet deadlines.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to work with people in an effective, tactful manner.
- Knowledge of purchasing, contract law, contracting practices and the application of contract administration procedures.
- Knowledge of the Business Incentive Policy and its applications.
- Significant analytical skills.
- Knowledge of economics and business, and an understanding of the basic structure of the NWT economy and its history.

Typically, the above qualifications would be attained by:

A Bachelor's Degree in Business Administration / Commerce, or Information Systems in addition to 5 years related experience.

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

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