



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Industry, Tourism and Investment	Manager, Trade and Investment	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
63-0461	Inuvik	Trade and Investment/Beaufort Delta

## **PURPOSE OF THE POSITION**

In conjunction with the Regional Superintendent, the incumbent is responsible for the effective delivery of the Department's business programs and services in all sectors, including business, renewable resources, arts, crafts and tourism, with a mandate aimed at developing and sustaining a healthy business community in the Inuvik region. The incumbent manages assigned human and financial resources in accordance with federal and territorial legislation and GNWT policies and procedures to achieve departmental and regional goals for the growth and development of the business communities within the Inuvik Region

## **SCOPE**

The position is located in Inuvik and serves the 8 communities of the Inuvik Region. The Region encompasses the Town of Inuvik and smaller, more isolated, communities within the Gwich'in and Inuvialuit Settlement Regions. A challenge for the position is adjusting delivery approaches to capture interest and support for concepts and establishing relationships in these different environments.

The position must also work collegially with all levels of government, communities, Land Claim Organizations, special interest groups and businesses, ranging from small arts and crafts entrepreneurs to the largest corporations in the NWT. The position directly supervises a staff of six and provides assistance, guidance and advice to two non-departmental Economic Development Officer and the General Manager and Business Loan's Officer of Western Arctic Business Development Services. The incumbent manages a budget of 1.2 million dollars and a loan portfolio that has ranged from approximately 2 to 4 million. With increased non-renewable resource development activity this has the potential to increase significantly.

The position is responsible for providing service to potentially any business in the Inuvik Region providing advice and assistance in areas of operations and finance, which can have direct impact on their financial viability and future success. This position manages approximately 40 loan files and 50 contribution files at any point in time, all of which require individual and immediate services when business opportunities or operational difficulties occur. This position provides service to approximately 30 small arts and craft or renewable resource harvesters in a fiscal year.

The position is the point of contact for the approximately 325 companies registered under the GNWT's Business Incentive Policy. The position provides guidance to companies when completing applications and conducts site visit verifying companies meet the policy criteria. Maintaining an up to date and accurate registry is important for other GNWT Departments when purchasing goods or services, ensuring that the information required to adhere to the GNWT's purchasing policies is available. The companies selling goods and services to the GNWT rely upon the registry when bidding on contracts with the GNWT, if they are not properly listed companies could lose out on GNWT contracts.

## **RESPONSIBILITIES**

### **1. Responsible for the effective planning, development and delivery of the Investment and Economic Analysis Division's programs and services by:**

- Effectively communicating and collaborating with the Department's Regional Management Team and Headquarters management and support staff to ensure quality delivery of programs and services
- Effectively directing the activities of six regional Investment and Economic Analysis staff
- Identifying regional economic development needs and resources through effective and ongoing consultation with community governments, Inuvik First Nations, bands, indigenous development corporations, Chambers of Commerce, the business community and community-based organizations
- Coordinating the development of community economic plans
- Managing and controlling an annual divisional budget of approximately \$2 million dollars (including grant and contribution budgets)
- Planning and coordinating the implementation of the Division's financial assistance programs and services designed to provide business advisory, technical, consultative and aftercare support to businesses
- Making sound decisions, in compliance with policy, on grant, contribution and loan applications and/or making sound recommendations to the approving authority when funding requests exceed delegated authority limits
- Developing regional strategies for enhancing the economic potential of the following sectors while ensuring that community needs are met: small business, tourism, arts and crafts, traditional economy, renewable resources and non-renewable resources
- Administering a loan portfolio of approximately \$2 - \$3 million dollars
- Providing advice on economic issues and preparing economic analysis for other government Departments
- Coordinating regional program evaluation initiatives

- Participating in program enhancement exercises and recommending program changes to improve program delivery or meet changing business needs
  - Coordinating and facilitating regional privatization initiatives
2. **Responsible for the recruitment, development, evaluation, discipline and motivation of staff in the Investment and Economic Analysis Division by:**
    - Participating in all aspects of staff recruitment
    - Establishing appropriate and measurable goals and objectives
    - Effectively communicating expectations and performance objectives
    - Monitoring staff performance and evaluating performance at regular intervals
    - Developing staff capability through the provision of ongoing advice, direction and support
    - Identifying staff weaknesses and recommending appropriate training or other development options to improve staff capability
    - Dealing with human resource issues and making recommendations to the Regional Superintendent concerning the handling of human resource problems
  3. **Responsible for the effective coordination of all communication and/or information activities/initiative undertaken by the Business Support and Trade and Economic Diversification by:**
    - Effectively promoting the Department and the Business Support and Trade and Economic Diversification at the community level and ensuring that there is increased awareness and public understanding of the Division's programs and services through public presentations, meetings, liaison with community leaders, liaison with the business community etc.
    - Coordinating and/or preparing well developed responses to information requests from the Regional Superintendent, clients, local governments, bands, regional organizations and the Inuvik First Nations
    - Coordinating the dissemination of information pertinent to economic development to various regional interest groups including local governments, bands, industry organizations and chambers of commerce
    - Ensuring that all information relevant to supervised staff is communicated or circulated on a timely basis
    - Establishing and maintaining effective communications and working relationships with local governments, bands, Metis locals, industry organizations, other departments and other agencies in the economic development field
  4. **Oversee the administration of the Northwest Territories Business Incentive Policy in the Beaufort Delta Region.**
  5. **Share responsibility to act as the Regional Superintendent of Industry, Tourism and Investment with other members of the regional management team.**

## **WORKING CONDITIONS**

### **Physical Demands**

Sitting and using office equipment and computers, this may lead to muscle, eye, arm, wrist and back strain issues.

Extended working hours are required to facilitate work related travel, or to ensure that urgent information requests and/or funding applications are dealt with in a timely manner.

Travel is required by both vehicle and airplane which causes fatigue.

### **Environmental Conditions**

This position has regional responsibilities and travel is required. On occasion this travel involves using small, single engine aircraft and/or vehicles in adverse weather or highway conditions.

Accommodations in small communities are often basic.

Site and follow up visits related to the Business Incentive Policy, loan and contribution clients often expose this employee to industrial hazards including chemical hazards and/or heavy equipment hazards.

### **Sensory Demands**

Concentration, which requires attention to detail and high levels of accuracy. Long periods of activity on the computer can lead to eye, wrist, neck and back strain issues.

### **Mental Demands**

This position is subject to pressures from deadlines and the need for accuracy and time lines. Stress is also caused by the need to deny loan applications and to collect delinquent accounts.

The incumbent must retain knowledge of a significant body of information and materials including directives, acts, procedures, third party funding programs and clients files.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Degree in Commerce, Business Administration or related program ideally supplemented by a professional accounting designation or graduate degree in Business Administration plus four years related business experience.
- Excellent knowledge of generally accepted accounting principles, financial analysis, financial planning, risk assessment, credit evaluation and business planning acquired.
- Proficiency in the use of financial spreadsheet software.
- Training or experience in commercial lending and commercial credit evaluation.

- A minimum of two years experience in the community development field.
- A good understanding of small business organizations, finance, marketing and operations.
- A good understanding of northern business issues, practices and licensing/regulatory requirements.
- Ability to effectively manage discrete budgetary resources through prudent expenditure decisions which balance costs and benefits.
- Ability to deal with complex and politically sensitive issues and make timely and sound recommendations to senior staff on these matters.
- Ability to effectively supervise and direct the activities of multiple staff.
- Effective communication skills, both written and verbal.
- Diplomacy, public relations and public speaking skills.
- Knowledge and sensitivity to northern issues, initiatives, politics and cultures.

**Typically, the above qualifications would be attained by:**

- A Degree in Commerce, Business Administration majoring in accounting or finance; or a Degree in Economics ideally supplemented by two years completion towards a professional accounting designation or graduate degree in Business Administration supplemented with two years related business experience.
- A course specialized in credit and financial evaluation for lending.
- A workshop or seminar covering the legal requirements for lending and the registration of security documents for lending.
- The incumbent requires a course in community development or a year of experience working in the community development area.
- The incumbent requires a course or workshop on supervision or two years of experience in a supervisory position.
- Communication skills are developed through formal training followed by several years of experience, and practice in public speaking.
- Computer skills are developed through specific training and/or over time with experience and use of the programs.

**ADDITIONAL REQUIREMENTS**

A Class 5 Drivers License is required.

**Position Security**

- 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 applicable)

- 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

**Indigenous language:** Select language

Required

Preferred