



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Industry, Tourism and Investment	Economic Development Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
63-11368	Fort McPherson	Trade and Investment/Beaufort Delta

## **PURPOSE OF THE POSITION**

The incumbent is responsible for the effective delivery of the Department's business programs and services in all sectors including business, agriculture, arts, crafts and tourism, with a mandate aimed at developing and sustaining a healthy business community in the assigned community of Fort McPherson. The incumbent provides technical skills and financial resources in accordance with federal and territorial legislation and Government of the Northwest Territories (GNWT) policies and procedures to achieve departmental and regional goals for the growth and development of the business community within Fort McPherson.

## **SCOPE**

Reporting to the Manager, Trade and Investment, the position is responsible for providing service to potentially any business within the community of Fort McPherson. The services include providing advice and assistance in areas of business operations, marketing, accounting and finance, which can have a direct impact on their financial viability and future success. This position manages a several contribution files at any point in time, all of which require individual and immediate services when business opportunities or operational difficulties occur.

The position assesses funding applications and makes recommendations to the appropriate approval authority on program eligibility, policy and legal requirements, application completeness, client character and capacity. It is essential that the approved projects meet the policy requirements, are accounted for and are successfully implemented to safeguard the integrity of the programs and meet Industry, Tourism and Investment's (ITI) legislated mandate in respect of economic and community development.

The incumbent is also tasked with assisting in developing major economic initiatives in the community of Fort McPherson. These initiatives may take a considerable amount of time and knowledge and can have significant and lasting impacts on the economy in the Fort McPherson.

## **RESPONSIBILITIES**

### **1. Assisting clients in the preparation of funding proposals.**

- Assessing feasibility and basic eligibility of proposals, relative to program;
- Counselling and advising clients in the development of managerial, employment and other components of the business proposal;
- Analyzing market and identifying realistic income and accurate expenditure projections for the development of pro-forma financial forecasts;
- Identifying training and skill development needs;
- Ensuring completeness of the proposals, with financial statements, details of applicants personal history, net worth documentation, business licensing;
- Effectively communicating and collaborating with the Department's Regional Management Team to ensure quality delivery of programs and services;
- Coordinating the development of community economic plans;
- Providing business advisory, technical, consultative and aftercare support to businesses; and,
- Making sound decisions, in compliance with policy, on contribution and loan applications and/or making sound recommendations to the approving authority when funding requests exceed delegated authority limits.

### **2. Community Economic Development with the objective of maximizing economic opportunities for northerners.**

- Researching and developing information relative to community based economic strategy. Identifying components of economic growth and opportunities relative to proposed expenditures (i.e. Government capital works projects, resource harvesting, mineral exploration and development) and acting as a resource to community groups in maximizing the spin off effect of these expenditures to the community;
- Effectively promoting the Department and the Trade and Investment Division 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 and liaison with the business community;
- Establishing and maintaining effective communications and working relationships with local governments, bands, Metis locals, industry organizations, other departments and agencies involved in the economic development field;
- Providing information to individuals, community groups and leaders relative to departmental programs designed to promote economic growth, i.e., grants, contributions and loans;
- Attending meetings and representing the Department in explaining program criteria;
- Encouraging business development through training and management assistance available from CESO, HRDC, Community Futures Program, CanNor/Aboriginal Business Canada and Education Culture and Employment; and,

- Performing other duties as requested by the Business Advisor and/or the Manager, Trade and Investment.

### **3. Investigate and assess character, credibility and integrity of applicants.**

- Provide assistance to on-going small business and in particular our clients;
- Provide post grant, contributions and loan counseling and monitoring the performance of the business relative to the terms and conditions of grant and contribution assistance and loans;
- Monitor collection of loans, condition of securities, maintenance of insurance requirements, and other file documentation that is required to be kept complete and updated;
- Assess systems of financial accountabilities i.e. bookkeeping, financial statements and assist the business in interpreting business data; and,
- Assist clients in obtaining financial, legal and other professional services required.

## **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**

- Good knowledge of generally accepted accounting principles, financial analysis, financial planning and business planning;
- Proficiency in the use of word processing, spreadsheet, e-mail and database computer applications;
- Effective communication skills both written and verbal;
- Knowledge and sensitivity to northern issues, initiatives, politics and cultures;
- A good understanding of small business organization, finance, marketing and operations;
- A good understanding of northern business issues, practices, and licensing/regulatory requirements;
- Ability to apply small business management knowledge in the areas of business issues, practices, legal requirements, organization, marketing, production, financing, licensing, insurance, record keeping, taxation and accounting to the northern and regional circumstance;
- Ability to communicate at the client's knowledge level and recommend resources that supplement/compensate for management and accounting shortcomings;
- A good knowledge of developing and northern economies;
- Ability to match business and community needs with government and economic development agencies programs;
- Diplomacy and public relations skills are required to work co-operatively with elected community officials (Town, Band, Metis Local, Chamber of Commerce and others) to jointly develop community economic plans and priorities as well as undertake public presentations and workshops; and,
- Working knowledge of word processing, spreadsheet, e-mail and database computer applications.

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

This level of knowledge is most commonly acquired through a post-secondary degree in a related discipline (economics, business, accounting, finance or marketing) and two years related experience in business or community development, finance, accounting or commercial lending.

A diploma in a related discipline (economics, business, accounting, finance or marketing) and three years related experience in business or community development, finance, accounting, or commercial lending.

**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 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