



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Trade and Investment	
Position Number	Community	Division/Region
63-392	Fort Smith	Trade and Investment/South Slave

PURPOSE OF THE POSITION

The Manager, Trade and Investment is responsible for the effective delivery of the Department's business programs and services in all sectors, including business, renewable resources, arts, craft and tourism, in order to develop and sustain healthy business community in the South Slave region. The incumbent manages assigned human and financial resources in accordance with federal and territorial legislation and GNWT policies and procedures.

SCOPE

The position reports to the Regional Superintendent and is located in Fort Smith, servicing the seven communities of the South Slave Region. The Region includes the Town of Fort Smith, the Town of Hay River and other smaller communities in the region. The position is required to adjust delivery approaches to capture interest and support for concepts and establish relationships.

The position must also work collegially with all levels of government, communities, special interest groups and businesses, ranging from small arts and crafts entrepreneurs to the largest corporations in the NWT. The position directly supervises unit staff and provides assistance, guidance and advice to one non-department Economic Development Officer (Fort Resolution). As well the incumbent works with the Thebacha Development Corporation and other lending agencies. The incumbent manages a budget of 2 million dollars and a loan portfolio in excess of 22 million dollars.

The position is responsible for providing service to potentially any business in the South Slave 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 100 loan files and 200 contribution files at any point in time, all of which require

individual and immediate services when business opportunities or operational difficulties occur.

RESPONSIBILITIES

1. Responsible for the effective management, 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 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, South Slave First Nations, Metis organizations, 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 business support.
- Direct the team and provide leadership when 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 headquarters and 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

2. Responsible for the management of staff in the Investment and Economic Analysis Division by:

- Participating in staffing process
- 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 required learning and identifying 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, as required
- 3. Responsible for the effective management and coordination of all communication and/or information activities/initiative undertaken by the Trade and Investment Division by:**
- 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, Indigenous development corporations 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, the South Slave First Nations and Metis groups.
 - 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, Indigenous governments, Indigenous economic development corporations, industry organizations, other departments and other agencies in the economic development field.
- 4. Responds to inquiries from other government agencies, the Legislative Assembly, public, Indigenous Groups, media and industry for departmental and GNWT resource development information by:**
- Providing Regional Superintendent, ITI Staff, Directors and Deputy Minister with advice obtained through community liaison, consultation, and industry knowledge.
 - Providing the prime departmental link with communities, public groups, and industry and performing other diverse duties as required.
- 5. Responsible to be fully conversant with Government Acts, Regulations, and Policies and how they interact with departmental economic development programs in the South Slave Region.**
- 6. Oversee the administration of the Northwest Territories Business Incentive Policy in the South Slave Region, ensuring that information required to adhere to the GNWT's purchasing policies is available, which is important for other GNWT Departments when purchasing goods or services**
- This position oversees the team who are the business' point of contact, and ensures that appropriate, effective and efficient procedures and processes are in place.
 - Ensures the maintenance of an up to date and accurate registry for the approximately 325 companies registered under the GNWT's Business Incentive Policy.

- Companies selling goods and services to the GNWT rely upon the accuracy of registry information when bidding on contracts with the GNWT.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Site and follow up visits related to the Business Incentive Policy, loan and contribution clients occasionally expose the incumbent to industrial hazards that may include chemical hazards and/or heavy equipment hazards, and appropriate personal protective equipment is required on these occasions.

Sensory Demands

No unusual demands.

Mental Demands

Travel is required by both vehicle and small aircraft, approximately 6 times per year, for approximately 3 days per occurrence.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of generally accepted accounting principles, financial analysis, financial planning, risk assessment, credit evaluation and business planning acquired.
- Working knowledge of legal requirements for lending and the registration of security documents for lending.
- Knowledge of commercial lending and commercial credit evaluation, and collections.
- Solid understanding of small business organizations, finance, marketing and operations.
- Proficiency in the use of financial spreadsheet and standard office software.
- Solid 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, and two years of supervisory experience. A year of experience working in the community development area.

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