



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Industry, Tourism and Investment	Regional Superintendent	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
63-4863	Fort Smith	South Slave Region

## **PURPOSE OF THE POSITION**

The Regional Superintendent is responsible for the development, implementation and administration of all Department of Industry, Tourism and Investment (ITI) regional economic and business development strategies, policies, programs and services at the regional and community level to support individuals, businesses, communities and regions in achieving their economic goals.

## **SCOPE**

Reporting to the Assistant Deputy Minister, Economic Development, the Regional Superintendent is responsible for directing GNWT economic and business development activities within the region. Economic development, and the promotion and creation of increased levels of self-sufficiency for residents, communities and regions, is a key priority of the Legislative Assembly. Economic and business development leading to self-sufficiency is instrumental in improving the overall economic conditions of the NWT; reducing levels of dependency; and most importantly, improving the health and well-being of individuals, residents and communities.

The vision of Industry, Tourism and Investment is to be recognized as a client focused organization contributing to a vibrant, diverse and sustainable economy for the NWT. The South Slave Regional Office includes 7 communities serving over 9,000 residents. There are currently approximately 1,000 businesses operating in the region generating significant economic and employment opportunities. The region consists of 11 Indigenous governments, 6 land claims organizations and 7 municipal governments. The primary business and economic activities in the region include government services; education (Aurora College, Mine Training Centre, Marine Training School, flying school, religious training); service sector; resource extraction; tourism; art and crafts; bio-mass (emerging); agriculture (emerging); mining support; manufacturing (small but emerging); and commercial fishing. The Regional

Superintendent is the lead government representative and provides advice and direct support for such areas as commercial fishing; bio-mass (AWP Pellet plant); park creation (Thaidene Nene); resource extraction (Pine Point Mines); and agriculture.

This position is critical to ensuring that individuals, businesses, and organizations, including Indigenous organizations and business development corporations, have access to resources and expertise in order to maximize economic and business development opportunities within their region. The Regional Superintendent directs and manages the provision of GNWT programs and services in a wide range of economic development sectors including, but not limited to, regional economic development strategic planning; facilitating large scale economic projects and initiatives; and encouraging, resourcing, supporting and providing advice for small, medium and large scale business development. The incumbent is responsible for providing programs, supports and services in such diverse areas as renewable and non-renewable resource development; manufacturing; tourism and parks; fisheries; traditional economic activities; agricultural business development; and the arts and crafts sector.

The Regional Superintendent is responsible for developing and providing expert advice on regional economic strategic planning and strategic initiatives. This includes identifying and conducting in-depth research and analysis on potential and emerging large scale economic opportunities; providing advice to businesses, including Indigenous business development corporations, on the viability of potential economic opportunities; assisting with conducting risk assessments and risk analysis on large scale projects; fostering and supporting the sustainability of business and economic activities in the manufacturing sector and knowledge economy; and identifying and facilitating potential resources, supports, funding programs and partnerships to advance promising opportunities. Providing these services is essential to assist in enhancing the chances of successful business ventures which provide valuable employment and wealth generation opportunities, as well as avoiding unsuccessful economic development ventures which can have negative economic, social and political impacts on residents, businesses, communities and the GNWT.

Business development is essential for generating and distributing wealth and job creation in all communities across the NWT including in larger communities with greater economic opportunities and smaller communities where business development can have a profound impact on the local economy. The Regional Superintendent is responsible for directing business development activities at the regional and community level. This includes helping to create the conditions for business development within the region; providing expert advice to current and potential business operators; overseeing the administration of several business development programs such as the Support for Entrepreneurs and Economic Development (SEED) program as well as business loans through the Business Development and Investment Corporation (BDIC); identifying potential funding programs through other agencies and assisting applicants with applying for funding; ensuring that applications for program funding and loans are thoroughly analyzed; and providing business education programs to enhance the capacity, skills and opportunities for success of business operators.

The Regional Superintendent is the final authority on approval of business loans in the region of up to \$200,000, and provides recommendations and advice on requests for loans over \$200,000.

The renewable and non-renewable resource sectors are the economic drivers of the north and provide significant economic, business and employment opportunities. The incumbent is responsible for facilitating responsible and sustainable renewable and non-renewable resource development activities and projects within the region including in such areas as forestry, timber and timber products; fisheries; and minerals and oil and gas. The Regional Superintendent, and/or their staff, act as a first point of contact for resource developers to assist in navigating the environmental assessment process; making critical connections with Indigenous governments, organizations and businesses; and providing advice and support for advancing and maintaining responsible development projects. The Regional Superintendent works with resource developers to maximize economic and financial returns for regional and community businesses and provides direct assistance to local and regional businesses that have the capacity or potential to provide goods and services to resource developers.

The tourism and parks sector has expanded substantially over the past decade and now provides business and employment opportunities in virtually all NWT communities. The Regional Superintendent directs and manages regional tourism and parks programs and services including assisting with marketing regional tourism and parks initiatives; identifying opportunities for tourism product development and diversification; and providing advice, resources, programs and services to tourism operators and businesses. The incumbent is responsible for managing enforcement of legislation and regulating the licensing and safety of tourism operators to establish a safe and sustainable regional tourism industry. The Superintendent manages Territorial Parks within the region which includes developing capital budgets and managing capital projects; ensuring that parks are maintained and safe; and enforcing parks rules and regulations.

The traditional economy, arts and crafts and agricultural sectors are also key aspects of the NWT economy that provide highly valued opportunities for business development and employment. The Regional Superintendent directs and manages the provision of programs and services to further develop the traditional economy, arts and crafts and agricultural sectors. These sectors provide critical economic opportunities that often allow individuals to maintain a traditional lifestyle while augmenting their financial and economic sustainability. These activities are particularly important in smaller, more traditional communities that have limited opportunities for economic diversification and where traditional lifestyles are highly valued.

The Regional Superintendent also provides high level advice and reporting on a wide range of issues and initiatives to the Assistant Deputy Minister and Deputy Minister. The incumbent provides reports, briefing materials and insights on issues that can be highly political and have significant political, economic and social impacts. The incumbent develops regional budgets; provides direction, goals and objectives for the work of all staff in the division; and is responsible for ensuring that staff have the resources and authority necessary to achieve these goals and objectives.

The position must be familiar with legislation, agreements and policies that have an impact on economic, business, and tourism and parks development. These include, but are not limited to, Territorial and Regional Land Claims and Self-government Agreements; Financial Administration Act; NWT Parks Act and Regulations; NWT Tourism Act; NWT Fisheries Act; Forest Protection Act; Territorial Lands Act; Land and Water Acts and Regulations; BDIC policies; and a wide range of funding programs.

The Regional Superintendent provides advice and has direct input into proposed legislative changes in all related sectors. The Regional Superintendent is required to participate in, and often coordinate, regional consultation initiatives including under the duty to consult with Indigenous governments and parties.

A critical function of the position is the development of trusting and positive relationships with a wide range of clients, partners and stakeholders. The Regional Superintendent is one of the most public and visible positions in the region and must be able to develop strong relationships at the community, regional and territorial levels. Some of the key clients, partners and stakeholders include Indigenous governments, organizations and business development corporations; independent business owners and operators; industry representatives; various funding agencies; community governments; chambers of commerce; renewable resource councils and associations; and other government departments. Ensuring effective partnerships and relationships is fundamental to the success of the position.

The incumbent has a wide latitude for decision making and the allocation of funding and services. The Regional Superintendent is responsible for approving funding and lending applications and determining the level of service required for the delivery of regional programs and services.

The Regional Superintendent is a member of the Departmental Senior Management Team and provides high level insight into the development and implementation of departmental programs and services.

### **DIMENSIONS**

- Reporting Positions – 10
  - 3 direct
  - 7 indirect
- Compensation & Benefits \$1,600,000
- Operations & Maintenance \$1,300,00
- Grants & Contributions \$2,000,000
- Capital ranges from \$750,000 to \$2,000,000

## **RESPONSIBILITIES**

1. Provide senior level expertise, advice and briefing materials to the Minister, Deputy Minister and Assistant Deputy Minister on economic and business development activities and issues within the region, including on issues that are of a highly political and sensitive nature.
2. Provide expert advice on strategic regional economic development planning and development initiatives including overseeing in-depth research on current and emerging large scale economic development activities; providing analysis on opportunities for success; and conducting risk assessments to try to mitigate potential areas of concern.
3. Oversee the implementation, delivery and evaluation of economic and business development programs and services, including funding programs, designed to increase and enhance business development.
4. Provide support and advice for business development at the regional and community level including reviewing applications for funding; directing business operators to additional funding and assisting with the application process; providing advice on the development of business plans; assisting business operators and potential operators with risk assessments and a realistic assessment of their capacities and opportunities for success; identifying potential and emerging opportunities; and providing or facilitating business development education programs and services.
5. Act as a point of contact for, and facilitate, responsible and sustainable resource development activities by acting as a pathfinder for resource development companies; provide advice and support for the environmental review process; facilitate connections between resource development companies and regional and local businesses including Indigenous business development corporations; and identify opportunities for, and help to foster, regional and local business participation in resource development projects.
6. Oversee the development, delivery and evaluation of programs and services designed to increase and enhance capacity and skills development in such areas as business development; tourism operations; arts and crafts; traditional economic activities; and agricultural development.
7. Direct and manage tourism programs and services including overseeing tourism funding programs; evaluating tourism programs and program delivery methods; assisting with marketing local and regional tourism products; identifying opportunities for tourism development and diversification; and overseeing funding and supports for tourism businesses and operators.
8. Manage the enforcement of the NWT Tourism Act and license and regulate tourism operators to ensure the Act is adhered to and operators provide legal and safe products and services.

- 9.** Direct and manage Territorial Parks including developing capital budgets and overseeing capital projects; enforcing the NWT Parks Act; and ensuring Territorial Parks are properly maintained and regulated.
- 10.** Manage programs and services to enhance the traditional economy in such areas as hunting, non-commercial fishing and trapping by providing education and safety training programs; administering funding for equipment and supplies; and providing business supports and advice.
- 11.** Administer arts and crafts funding programs and provide supports for artists and crafts persons by helping to promote and market arts and crafts products; assisting with brand identification; providing supports for festivals and showings; administering film development programs; and so on.
- 12.** Manage regional and local agricultural programs to encourage local development of agriculture products; provide for import replacement and lower cost, healthy foods; and establish small scale business and employment opportunities.
- 13.** Foster the development of, and manage programs and services designed to, enhance manufacturing activities in order to increase business activity, employment and import replacement within the region.
- 14.** Promote and help to foster business development in the knowledge economy and provide expert advice, supports and programs for businesses operating in the knowledge economy space.
- 15.** Represent the department and the GNWT at the regional, national and international levels at forums, conferences, and on committees related to business and economic development.
- 16.** Manage regional economic and business development research initiatives and provide expert regional and community level advice to the Deputy Minister and Assistant Deputy Minister; Indigenous governments and organizations; industry organizations; community leaders; and other stakeholders concerning economic and business development opportunities.
- 17.** Plan and direct the work of the Regional Office to ensure that approved objectives and budgets are met in an effective manner consistent with the operational policies and procedures of the GNWT and the mission, goals, values and principles of the Department.
- 18.** Select, develop, direct, motivate and evaluate Regional Office staff to achieve stated goals and the human resource planning objectives of the Department and Government.
- 19.** Contribute to the effective management of the Department through positive collaboration with the Deputy Minister, Assistant Deputy Minister and other senior officials of the Department.

20. Participate on the Regional Management Committee to represent the department and coordinate regional and departmental initiatives with other Regional Superintendents.

21. Work in close collaboration with senior representatives from other GNWT departments, Federal departments and agencies, Indigenous governments and organizations, business and industry leaders, and regional and local organizations.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual conditions.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Competing priorities and tight deadlines occur. Extensive travel both within and outside the region and NWT is required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of community and economic development processes and political development, government operations and business and government structures
- Understanding of economic, social and political dynamics of northern regions and communities
- Ability to manage politically sensitive, high profile issues that have a significant impact on the economic well-being of the region and communities
- Knowledge of territorial legislation and policies in the areas of business and economic development, financial administration, land and water use, resource development and tourism and parks development and administration
- Knowledge of business and economic development methodologies and modeling processes and systems
- Knowledge of business financial planning techniques and tools such as budget forecasting, variance analysis and financial reporting
- Knowledge of sound lending principles and the ability to evaluate proposals for loans and/or funding programs
- Knowledge of the development of sound business plans and risk assessment methodologies
- Knowledge of business development incentive and marketing programs and practices including methods for evaluating program effectiveness
- Knowledge of strategic planning, budgeting and program management

- Knowledge of capital planning processes
- Knowledge of financial management and an understanding of senior management responsibilities under the GNWT Financial Administration Act and Financial Administration Manual
- Knowledge of human and operational management practices
- Excellent judgment and problem solving skills to deal with a variety of issues, many of which are immediate, sensitive and controversial
- Excellent project management skills
- Very good written communication skills
- Strong oral presentation abilities
- Ability to communicate technical issues in clear, concise English
- Excellent skills in non-confrontational communication
- Thorough understanding of effective and responsible public consultation
- Extensive knowledge of communications channels, including digital social media, for communication with public audiences
- Computer skills in word processing, database, spreadsheet software, and presentation software, as well as the internet and electronic communication
- Ability to quickly become familiar and comfortable working with regional and community representatives
- Ability to motivate staff through leadership, leading through example and demonstrating fair and equitable treatment of all staff
- Ability to work collaboratively with staff outside the division, and with other agencies
- Ability to prioritize work of staff and respond to work directives in accordance with the relative impact of the outcome
- Capacity to work effectively in a cross-cultural environment
- Excellent understanding of program and service design, execution and monitoring
- Good understanding of interpretation of statistical information

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

These knowledge, skills and abilities are generally obtained through completion of a post-secondary degree program in Business Management, Resource Management or Commerce or other related formal education; and ten years of progressive experience including at least three years management 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

**Indigenous language:** Select Language

Required

Preferred