



## IDENTIFICATION

Department	Position Title	
Industry, Tourism & Investment	Manager, Trade and Investment	
Position Number	Community	Division/Region
63-5205	Yellowknife	North Slave Region

## PURPOSE OF THE POSITION

The Manager, Trade and Investment (Manager) is responsible for the effective delivery of the Department of Industry, Tourism and Investment (ITI)'s business programs and services in all sectors, including renewable resources, arts, and tourism, in order to develop and sustain a healthy business community in the North Slave region.

## SCOPE

Located in the North Slave regional office in Yellowknife and reporting to the Regional Superintendent, the Manager, Trade and Investment serves the nine communities of the North Slave region, including the City of Yellowknife and smaller, more isolated, outlying communities. The Manager adjusts delivery approaches to capture interest and support for concepts and establish relationships.

The Manager works 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 Northwest Territories (NWT). The Manager works directly with the Area Superintendent in Behchokǫ, Manager of Operations and Business Programs for the Prosper NWT, and a Community Futures organization to develop and sustain a healthy business community in the region.

The Manager is responsible for promoting and facilitating local business opportunities, especially as they relate to major resource and strategic development opportunities, and is the primary regional contact regarding review of opportunities, Prosper NWT business loans and business proposals. The position manages three Business Development Officers and an administrator, along with a \$2.5 million budget and a loan portfolio in excess of \$20 million.



The Manager is responsible for providing service to potentially any business in the North Slave Region, and 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 250 contribution files at any point in time, all of which require individual and immediate services when business opportunities or operational difficulties occur. Companies selling goods and services to the GNWT rely upon the accuracy of registry information when bidding on contracts with the GNWT.

## **RESPONSIBILITIES**

- 1. Manages, plans, develops and delivers the Trade and Investment Division's programs and services.**
  - Communicates and collaborates with the Department's Regional Team and Headquarters management and support staff to ensure quality delivery of programs and services.
  - Identifies regional economic development needs and resources through effective and ongoing consultation with community governments, First Nations, Metis organizations, bands, Indigenous development corporations, Chambers of Commerce, the business community and community-based organizations.
  - Coordinates the development of community economic plans.
  - Manages and controls an annual divisional budget of approximately \$2.5 million dollars (including grant and contribution budgets).
  - Plans and coordinates the implementation of the Division's financial assistance programs and services designed to provide business advisory, technical, consultative and business support.
  - Directs the team and provides 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.
  - Develops 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.
  - Administers a loan portfolio of approximately \$20 million dollars.
  - Provides advice on economic issues and preparing economic analysis for headquarters and other government departments.
  - Coordinates regional program evaluation initiatives.
  - Participates in program enhancement exercises and recommending program changes to improve program delivery or meet changing business needs.
- 2. Manages staff in the Trade and Investment Unit of the North Slave Region.**
  - Directs the activities of four regional Trade and Investment staff.
  - Participates in the staffing process.



- Establishes appropriate and measurable goals and objectives.
- Effectively communicates expectations and performance objectives.
- Monitors staff performance and evaluates performance at regular intervals.
- Develops staff capability through the provision of ongoing advice, direction and support.
- Identifies required learning needs and identifies appropriate training or other development options to improve staff capability.
- Handles human resource issues and makes recommendations to the Regional Superintendent concerning resolving human resource issues, as required.

**3. Coordinates all communication and information activities and initiative undertaken by the Department and the Trade and Investment Unit.**

- Promotes the Department and the Trade and Investment Unit at the community level and raises awareness and public understanding of the programs and services through public presentations, meetings, liaison with community leaders, Indigenous development corporations and the business community.
- Coordinates and/or prepares well developed responses to information requests from the Regional Superintendent, clients, local governments, bands, regional organizations, First Nations and Metis groups.
- Coordinates the dissemination of information pertinent to economic development to various regional interest groups including local governments, bands, industry organizations and chambers of commerce.
- Communicates all information relevant to direct reports in a timely manner.
- Establishes and maintains 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.**

- Provides Regional Superintendent, ITI Staff, Directors and Deputy Minister with information and advice obtained through community liaison, consultation, and industry knowledge.
- Provides the prime departmental link with communities, public groups, and industry and performing other diverse duties as required.

**5. Oversees the administration of the Northwest Territories Business Incentive Policy in the North Slave Region.**

- Ensures 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 responsibility statement.



- 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 800 companies registered under the GNWT's Business Incentive Policy.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual Physical demands.

### **Environmental Conditions**

During site visits to clients receiving Business Incentive Policy loans and contributions, the incumbent may be exposed to potential exposure to chemical and heavy equipment hazards and required to wear appropriate Personal Protective Equipment (PPE).

### **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**

- Knowledge of generally accepted accounting principles, financial analysis, financial planning, risk assessment, credit evaluation and business planning acquired.
- Knowledge of government acts, regulations, and policies and understanding of how they interact with departmental economic development programs in the North Slave Region.
- Knowledge of legal requirements for lending and the registration of security documents for lending.
- Knowledge of commercial lending and commercial credit evaluation, and collections.
- Understanding of small business organizations, finance, marketing and operations.
- Proficiency in the use of financial spreadsheet and standard office software.
- 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.



- Communication skills, both written and verbal.
- Diplomacy, public relations and public speaking skills.
- Knowledge and sensitivity to northern issues, initiatives, politics and cultures.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

A Commerce or Business Administration degree with an accounting or finance major, or a degree in Economics, supplemented by two (2) years' completion towards a professional accounting designation and five (5) years' related business experience including at least one (1) year of experience working in the area of community economic development, and one (1) year of supervisory experience.

Equivalent combinations of education and experience will be considered.

**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