



## IDENTIFICATION

| Department                       | Position Title               |                                  |
|----------------------------------|------------------------------|----------------------------------|
| Industry, Tourism and Investment | Business Development Officer |                                  |
| Position Number                  | Community                    | Division/Region                  |
| 63-6116                          | Yellowknife                  | Trade and Investment/North Slave |

## PURPOSE OF THE POSITION

This position is responsible for the delivery of the Department's business development programs focusing on applications/proposals that are large, complex or of a highly sensitive nature. Program delivery responsibilities will include investigation, analysis, proposal development, evaluation and where appropriate, aftercare and monitoring of client progress.

## SCOPE

Located in Yellowknife and reporting to the Manager Trade and Investment, the Business Development Officer is responsible for determining the appropriate type of financial assistance required, meeting the need of business applying for financial assistance.

Along with two other BDOs, this position evaluates business development applications to determine their eligibility and financial viability. Inadequate or Inappropriate analysis could lead to inappropriate decisions involving use of Government and/or private sector funds, as well as impact on the Department's credibility. This position is responsible for providing advisory assistance to clients and businesses and or recommending them to appropriate agencies.

This position is responsible for delivering the programs of this department as well as coordinating and tracking all contributions made in the North Slave Region in all sectors including business, agriculture, arts, crafts and tourism, with a mandate aimed at developing and sustaining a healthy business community.

## **RESPONSIBILITIES**

- 1. Investigate small, medium and large, complex, or highly sensitive business applications for assistance. Applications may be for start up, expansion, or for remedial purpose (restructuring, refinancing, and working capital) but in all instances will have significant Regional Economic impacts particularly relative to employment. Related activities include:**
  - Assisting in the delivery of Business programs to small businesses in the North Slave region;
  - Assess overall eligibility for Departmental Program Assistance;
  - Performing detailed financial and market analysis, investigate management capacity, resources available and labour requirements, including training needs;
  - Determine overall feasibility of applicant proposals and develop optimum program assistance package corresponding to client needs and consistent with departmental policy, directives and criteria; and,
  - Recommendation will include levels of departmental assistance, but also reflect conditions of such assistance, as well as proposed routines for ongoing monitoring of client activity.
- 2. Provide advisory assistance to clients and businesses that are of a size, complexity, or sensitivity that requires a dedication of time and expertise not readily available from other Regional business development sources. Related activities include:**
  - Establishing regular contact with such clients, monitor actual performance against projected outcomes, ensure compliance with conditions of assistance, undertake analysis of financial reports, provide ongoing advice and counsel to the client and prepare regular reports for the Manager, Trade and Investment detailing such matters;
  - Monitor collection of loan accounts, condition of securities, maintenance of insurance, and adherence to restrictive covenants contained in security documentation;
  - Provide recommendations for approval or rejection on credit facilities, within limits, to the Manager, Trade and Investment and Regional Superintendent;
  - Ensure accountabilities for contributions provided by the Department and assess extent to which impacts of contribution assistance have been realized;
  - Assess and analyze adequacy of financial record keeping and reporting and assist clients in analysis of financial information by interpreting data and advising clients on implementing constructive refinements to operating plans; and,
  - Ensure availability of required expertise relative to financial, technical, marketing or other subjects, to the extent possible relying upon: (1) other ITI regional offices; (2) Departmental human resources; (3) other public servants; (Revenue Canada, Workers Compensation Board, Department of Justice, Canada Employment Centre); and, Where necessary, (4) identify the need for contracted expertise.
- 3. Provide expert business development support and assistance to Economic Development Officers within the North Slave Region. Related activities include:**

- When required, provide advice, support and skill transfer in technical areas such as the use of key financial ratios and other standard requirements in the evaluation of applications for financial assistance.

**4. Develop and maintain relationships with Institutions, Corporations, and Resource Developers with interests in the North Slave Region, with a view to maximizing departmental objectives of business and employment development through communicating, advocacy and networking.**

- Communicate the Department's mandate, goals and objectives and promote a sensitivity for and understanding of northern economic issues and problems;
- Review potential large-scale initiatives which have future business spin off opportunities, and advocate for Northern participation;
- Identify potential business creation/ employment creation initiatives and ensure local businesses and organizations are aware of opportunities; and,
- Promote economic and business development by leveraging financial resources from other regional, Territorial, Federal, public and private agencies including but not limited to Akaitcho Business Development Corporation, BDIC, BOC, NWT Development Fund, CANNOR and other Federal Government Programming.

**5. Participate in public relations activities where assigned by the Manager, Trade and Investment.**

- Participate in workshops and seminars focused on northern business development;
- Attending meetings and representing the Department in explaining program criteria;
- Attend meetings and conferences and undertake other public relations activities where required.

## **WORKING CONDITIONS**

### **Physical Demands**

Sitting and using office equipment and computers for extended periods which can cause muscle, eye, arm, wrist and back strain on a daily basis.

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 client files.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Commercial credit evaluation and lending skills.
- Financial Analysis and planning.
- General business skills including knowledge of marketing, finance and accounting.
- Effective communication skills (oral & written).
- Effective presentation and negotiating skills.
- Effective organizational skills.
- Time Management skills.
- Knowledge and sensitivity to northern issues and initiatives.
- Knowledge of financial management, financial analysis and accounting.
- Knowledge of word processing, database management, use of spreadsheet and presentation software.

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

A Degree in Commerce, Business Administration augmented by a minimum of three years relevant experience.

### **ADDITIONAL REQUIREMENTS**

A Class 5 Drivers License is required.

#### **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

## **CERTIFICATION**

**Title:**

**Position Number:**

|                                                                                                                                                                                                                                        |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Employee Signature                                                                                                                                                                                                                     | Supervisor Signature |
| Printed Name                                                                                                                                                                                                                           | Printed Name         |
| Date                                                                                                                                                                                                                                   | Date                 |
| <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p> |                      |
| Deputy Head/Delegate Signature                                                                                                                                                                                                         | Date                 |
| <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>                                                                                            |                      |

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**