



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Business Development Officer	
Position Number	Community	Division/Region
63-6607	Norman Wells	Sahtu

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 Norman Wells and reporting to the Manager, Trade & Investment, the Business Development Officer is responsible for determining the appropriate type of financial assistance required that meets the needs of business applying for financial assistance.

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 negatively impact 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 Sahtu Region. As the senior officer, the incumbent is expected to provide expert advice to senior management and co-workers in a larger number of areas, especially concerning the adherence of application to policy. The incumbent is also expected to deliver training to all field staff to ensure that everyone in the field is aware of policy and procedures as directed by the Regional Superintendent.

RESPONSIBILITIES

- 1. Investigate large, complex, or highly sensitive 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 in particular to employment:**
 - Assess overall eligibility for Department Program Assistance;
 - Undertake detailed financial and market analysis, investigate management capacity and labour requirements, including training needs;
 - Determine overall feasibility of applicant proposals and develop optimum program assistance packaging corresponding to client needs that are consistent with department policy, directives and criteria;
 - Recommendations 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 requiring time and expertise not readily available from other regional human resources:**
 - Establish regular contact with such clients, monitor actual performance against those projected, ensure compliances with conditions of assistance, undertake analysis of financial reports, provide ongoing advice and counsel to client; and prepare regular reports to the Manager, Trade and Investment detailing such matters;
 - Monitor collection of loan accounts, conditions of securities, maintenance of insurance, and adherence to restrictive covenants contained in security documentation;
 - 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 developing constructive refinements of operating plans;
 - Ensure availability of required expertise relative to financial, technical, marketing and or other subjects important to small and medium size businesses, to the extent possible relying upon: Department of Human Resources, other public servants, Revenue Canada, Workers Compensation Board, Department of Justice, Service Canada and where necessary, identify the need for contracted expertise.
- 3. Provide expert support and assistance to Economic Development Officers:**
 - 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 on request;
 - Assess the need for skill development by Economic Development Officers, and recommend, develop or implement training materials or events, as well as deliver of approved training;
 - Encourage employee training and development to address perceived weakness and inefficiencies resulting from labour force difficulties.

4. Develop and maintain relationships with institutions, corporations, and resource developers with interests in the Sahtu Region, with a view to maximizing departmental objectives of business and employment development through communicating, advocacy and networking:

- Communicate with 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;
- Promote economic and business development by leveraging financial resources from other regional, Territorial, Federal, public and private agencies including but not limited to Sahtu Business Development Centre, NWT BDIC, BDC, NWT MDDF, INAC and other Federal Government programming.

5. Participate in Public Relations Activities where assigned by the Manager, Trade & Investment:

- Deliver public presentation on Business Development programs and their criteria;
- Participating in workshops and seminars representing business development;
- Attend meetings and conferences, and undertake other public relations activities where requested.

WORKING CONDITIONS

Physical Demands

The incumbent may haul large or heavy boxes/packages. Long hours (3-5 hours) winter road travel one to two times per year.

Environmental Conditions

The incumbent may be exposed to noxious odours from time to time from arts and craft products produced with traditionally tanned hides.

The department maximizes the cost opportunity by travelling on winter roads to visit communities.

The incumbent will be required to participate in regional events hosted by the staff during the year; weather may become a factor in some cases (ie. summer heat etc..)

Sensory Demands

The incumbent must spend time reviewing and analyzing highly detailed documents. Extended time will be spent developing, entering, recording and processing client information and documentation into a program used by the department.

Mental Demands

The incumbent must deal with frequent unplanned travel to provide assistance to businesses.
The incumbent must deal with irate clients.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and sensitivity to northern issues and initiatives
- Knowledge of financial management, financial analysis and accounting
- Knowledge of word processing, database, spreadsheets and presentation software
- Analytical/financial skills
- Effective communication skills (oral & written)
- Effective presentation and negotiating skills
- General business skills including knowledge of marketing, finance, and accounting.

Typically, the above qualifications would be attained by:

A Degree or Diploma in Commerce or Business Administration augmented by a minimum of three years of relevant experience (with degree), or four years of relevant experience (with diploma).

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: To choose a language, click here.

Required
 Preferred