



## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Business Development Officer	
Position Number	Community	Division/Region
63-7466	Hay River	Trade and Investment/South 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 Hay River, 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 needs of businesses applying for financial assistance.

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

This position is responsible for delivering the programs of this department as well as ensuring that required reporting and other conditions of the contribution agreement are met. Contributions are made in all sectors including business, agriculture, arts, crafts, and tourism, with a mandate aimed at developing and sustaining a healthy business community for the South Slave Region.

Furthermore, the position is the first point of contact in the Region for businesses to become registered under the Government of the Northwest Territories Business Incentive Policy. This includes providing guidance to businesses when completing applications forms and conducting site visits, when required to ensure that they meet the eligibility requirements as well as maintaining an up-to date and accurate client file.

## **RESPONSIBILITIES**

**1. Investigate small, medium, large and complex or highly sensitive business applications for assistance. Applications may be for start-up, expansion or remedial purposes (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 South Slave region.
- Assess overall eligibility for Departmental Program Assistance.
- Performing detailed financial and market analysis, investigate management capacity, resources available, and labor requirements, including training needs.
- Determine the overall feasibility of applicant proposals and develop optimum program assistance package corresponding to client needs and consistent with departmental policy, directives and criteria.
- 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 the extent to which impacts of contribution assistance have been realized.
- Assess and analyze the adequacy of financial record keeping and reporting and assist the clients in the analysis of financial information by interpreting data and advising clients on implementing constructive refinements to operating plans.
- 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 Safety and Compensation and Commission WSCC), 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 South 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 Indigenous Development Corporations, Institutions, and Resource Developers with interests in the South Slave Region, to maximizing departmental objectives of business and employment development through communicating, advocacy, and networking.**

- Communicate the Department's mandate, goals, and objectives, and promote 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 Community Futures, Business Development Investment Corporation, Metis Dene 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 can cause muscle, eye, arm, wrist, and back strain daily.

Extended working hours are required to facilitate work-related travel, or to ensure that urgent information requests and/or funding applications are dealt with promptly.

Travel is required by both vehicle and airplane to the seven communities within the South Slave Region, at least 6 times per year 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.

The site, and follow-up visits related to the Business Incentive Policy, loan, and contribution clients often expose employees 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 timelines. Stress is also caused by the need to deny loan applications, and to collect delinquent accounts.

The incumbent must retain the 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 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 spreadsheets, and presentation software.

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

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