



IDENTIFICATION

Department	Position Title	
Northwest Territories Business Development & Investment Corporation	Senior Advisor	
Position Number(s)	Community	Division/Region(s)
89-NEW 14925	Yellowknife	Executive/Chief Executive Officer (CEO)

PURPOSE OF THE POSITION

Reporting to the Chief Executive Officer (CEO) the incumbent is accountable for providing strategic analysis and advice on major policy, program, and operational issues relating to the BDIC. The Senior Advisor is directly responsible for providing co-ordination, facilitation and analysis services to the CEO. This position is responsible for managing community development initiatives as well as providing research support to the CEO.

This position has significant influence on the overall direction and key decisions of the BDIC.

SCOPE

The BDIC is a Crown corporation of the Government of the Northwest Territories (GNWT) and provides a range of programs and services to help northern businesses. The BDIC supports the economic objectives of the GNWT by encouraging the creation and development of businesses, providing financial assistance to businesses, and making investments in business enterprises. The BDIC also assists communities in capturing investment development opportunities, and helps develop a diverse and viable northern economy. The BDIC's role in promoting and maintaining economic development and employment has both economic and social aspects.

The Senior Advisor is located in Yellowknife and reports to the CEO. The position contributes to the development of methodologies and approaches to assist government in addressing economic strategies, policies and new program development as related to the BDIC.

The Senior Advisor functions at the senior level in the BDIC and must possess a wide mix of managerial, communications, analytical and research, skills as well as a sound knowledge of current and evolving GNWT and BDIC policies, programs, issues and developments. The incumbent interacts with other governmental agencies, community organizations and businesses.

The policy, program and legislative responsibilities of the BDIC are broad and affect a large and complex network of stakeholders. The CEO requires the Senior Advisor to be involved on his/her behalf in extensive contact, consultation and negotiation with other departments and agencies, various stakeholders and interest groups.

The position's major responsibility is to research and provide strategic advice to the CEO on major economic opportunities, while developing approaches that reflect political, economic and social responsiveness. Reviews of submissions, policy papers, issue summaries, reports, and correspondence involve identifying and assessing political, financial and legal implications or priorities, determining areas of overlap, contradiction or lack of internal consistency and coordination, and developing solutions to address such issues.

This position is responsible for making sure the BDIC meets reporting deadlines.

The Senior Advisor provides advice, guidance and interpretations to the BDIC on Ministerial procedures and guidelines for the development and handling of formal documents and Cabinet/FMB submissions, and on the development of material requested by the CEO, the Board and the Minister. This requires the Senior Advisor to exercise the utmost tact, discretion and good judgment, particularly when dealing with senior officials in public and private sector and elected officials on a wide variety of urgent, highly confidential, political or publicly visible policy and program issues.

The Senior Advisor may be required to participate in meetings between the CEO and the GNWT Officials/Minister/BDIC Board/, and this may require the Senior Advisor to input directly into the development of strategic directions for the BDIC, and to respond to major policy, program by planning, evaluating and implementing new and existing programs.

The incumbent has a critical role in ensuring the smooth operation of the BDIC and subsidiary Boards and to maintain internal communication as per direction of the CEO.

DIMENSIONS

While this position has limited direct control over financial resources, it has significant influence on the overall direction of the BDIC and decisions made regarding its annual operating budget.

RESPONSIBILITIES

1. Managing community economic development initiatives.

- Identifying economic issues and opportunities in communities and bring them to the attention of the CEO.

- Creating and maintaining local networks within the community, relevant agencies, and community development organisations.
- Providing advice to the CEO on appropriate initiatives, issues and legislation relevant to NWT communities economic development.
- Assisting the CEO in fostering and maintaining relationships with NWT communities and their leadership.
- Overseeing and facilitating the development of viable community projects associated with various program priorities.
- Facilitating and assisting development through partnerships to develop viable project plans for new activities, programs and events, as identified by the CEO. In conjunction with the Policy Officer updating and developing appropriate economic development policies for the BDIC.
- Assisting in promoting programs to community and business leadership.
- Assisting in promoting subsidiaries.

2. Conducting research to improve the BDIC's programs and services.

- Researching investment opportunities for the BDIC.
- Actively participating in social and economic research and keeping abreast of best practices for development of business programs that will benefit NWT communities.
- Ensuring appropriate consultation, participation and feedback with NWT communities on the results of the research activities and developing policies and strategies related to such initiatives.
- Analyzing territory and Canada wide economic trends and based on them providing recommendations to the CEO.
- Analyzing internal BDIC information, such as program and client data and providing recommendations to the CEO based on information collected.

3. Fostering and creating partnerships opportunities for the BDIC.

- Researching areas for partnership in the NWT, across Canada and internationally and identifying appropriate partnerships that lead to long term sustainable programs for the benefit of NWT communities.
- Advancing and supporting opportunities for partnerships with local community organisations, neighbourhood groups, local organisations, residents and community groups.
- Ensuring clear understanding of the partnership responsibilities that will substantiate long term benefits for the NWT.

4. Providing operational support to the CEO.

- Foreseeing upcoming issues and taking action to support the CEO's needs and assist in meeting the BDIC's commitments to the Minister and/or colleagues.
- Managing tasks and projects to improve services; participating on project teams, working groups and inter BDIC committees as a representative of the CEO.

- Providing leadership and facilitating the development and maintenance of a co-operative working environment within the BDIC.
- Planning and directing the smooth operation and administration of the CEO's office.
- Preparing correspondence, reports and documents for the CEO including drafting and composing response to routine correspondence as required.
- Directing the review of all correspondence, material and issues referred to the CEO's office, assess and determine their relative priority, sensitivity and urgency, and expedite urgent matters to the CEO.
- Proofreading and editing correspondence using approved formats for the CEO as required.
- Arranging CEO's meetings with community leaders, groups and partners and preparing relevant documents for the CEO to be ready for such meetings.
- Establishing reporting formats and ensuring timely and accurate reporting of performance data.
- Regularly reviewing performance data, analyzes progress towards formal or informal organizational targets.

5. Providing corporate guidance, strategic analysis and advice to the CEO on major policy, program, and operational issues affecting the BDIC.

- Maintaining timelines and deadlines for key BDIC reports, including, Corporate Plan, Annual Report and briefing notes.
- Making sure BDIC is making progress on objectives in Corporate Plan.
- Reviewing documents and advising and collecting additional information as needed.
- Initiating action to obtain information within very precise time frames.
- Suggesting performance indicators to measure success of initiatives.
- Providing direction on format, content and style to divisions within the BDIC and establishing time frames for receipt of such information.
- Responding to requests for information from the CEO, following up on the BDIC's action required and contributing to the co-ordination and facilitation of the work flow in the BDIC.
- Reviewing, and analysing, of briefing material, notes, background material, speeches, submissions, and other information beforehand for the approval of the CEO.
- Assuring the BDIC is in compliance with statutory requirements.
- Evaluating decision papers, policy proposals, planning, and management initiatives.
- Providing the CEO with another perspective on the strategy, and/or content of the BDIC's information.
- Preparing documents for the approval of the BDIC Board of Directors.
- During Board meetings, providing input and advice, advising on the code of conduct, potential conflicts of interest and general meeting procedures.
- Preparing general legislative, policy and strategic proposals.
- Advising BDIC management on, and assisting with, the preparation and development of legislation and policy proposals.
- Monitoring public and community reaction to current BDIC legislation/policies and where necessary, developing a process whereby stakeholders can express concerns and provide input for the development of new or revised BDIC programs.

WORKING CONDITIONS

Physical Demands

Required to sit in one location much of time in an office environment. Some travel required including to remote communities.

Environmental Conditions

No unusual demands.

Sensory Demands

Sensory attention required for reviewing large volume of written material requiring quality assurance.

Mental Demands

Demands for thoroughness and accuracy in work, often performed under strict deadlines, can cause stress. Incumbent works in a politically sensitive working environment in which activities may be highly visible to the public.

KNOWLEDGE, SKILLS AND ABILITIES

Must be knowledgeable about the national, provincial/territorial and domestic political environments and other governments' positions and policies and be capable of assessing possible implications for the NWT and the BDIC.

- Must be able to apply this knowledge in a rapidly changing and challenging environment.
- Must be creative, focused on offering solutions and work well in a team environment.
- Must have an ability to analyze, evaluate and interpret a wide range of information.
- Must have knowledge of project management and an ability to manage large and small projects from pre-planning to implementation and evaluation.
- Must have superior verbal and written communication skills.
- Must possess an ability to build and maintain a good working relationship with colleagues throughout the GNWT, and with partners of other governments and organizations.
- Must have the ability to effectively represent the BDIC and its position accurately and professionally.
- Must have knowledge of negotiating and be a strong communicator with diplomatic skills in order to calmly and assertively express and defend the views of the BDIC.
- Must have strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Must have strong computer skills including the ability to work with a wide range of computer applications including word processing, spreadsheet and presentation software.
- Must be able to work to deadlines and respond effectively to frequently changing deadlines.

- Must be able to work in highly stressful situations.
- Must be self-directed, display initiative and be creative. The incumbent is expected to work both as a team member and independently with minimal supervision.

Typically, the above qualifications would be attained by:

These knowledge, skills and abilities are generally obtained through completion of a Master's level degree (Business Administration, Public Administration, Political Science) with five years' experience or a bachelor degree and seven years of progressive experience preferably in the fields of governance, planning and/or analysis.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- X 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

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred