



IDENTIFICATION

Department	Position Title	
Industry Tourism & Investment	Manager, Trade & Investment	
Position Number(s)	Community	Division/Region(s)
63-0105	Fort Simpson	Dehcho Region

PURPOSE OF THE POSITION

The Manager, Trade & Investment is responsible for the effective delivery of the Department's business programs and services in all sectors, including business, traditional economy, agriculture, renewable, nonrenewable, arts and crafts and tourism. In addition the Manager is responsible for the delivery of the Business Incentive Program (BIP) with its mandate at developing and sustaining a healthy business community in the Dehcho Region.

The Manager is also responsible for promoting and facilitating local business opportunities, especially as they relate to opportunities arising from major resource developments. The incumbent serves as the primary regional contact regarding review of opportunities and business proposals.

The incumbent manages assigned human and financial resources in accordance with federal and territorial legislation and GNWT policies and procedures to achieve departmental and regional goals for the broad growth and development of the business community in the Dehcho Region.

SCOPE

The Manager of Trade and Investment reports to the Regional Superintendent and has a direct working relationship with the Business Development Investment Corporation (BDIC), and works closely with the regional Community Futures organization.

The position is located in Fort Simpson and serves the six (6) communities of the Dehcho Region encompassing two (2) isolated communities (winter road and aircraft only), three (3) communities serviced by all season roads in addition to the Village of

Fort Simpson that serves as the regional center and economic hub of the Dehcho Region. A challenge for the position is adjusting delivery approaches to capture interests and support for concepts and establishing business relationships in the region.

The position must also work 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 NWT.

The Manager directly supervises a Business Development Administrator and a Business Development Officer. Two Economic Development Officers; one EDO located in Fort Liard (also serving Nahanni Butte and Trout Lake) and one EDO located in Fort Simpson (also serving Wrigley and Jean Marie River). These two positions are funded through the Community Transfers Initiatives. The incumbent is also responsible for the delivery of these agreements.

The Dehcho Region currently manages a BDIC loan portfolio of 25 loans, totaling \$7.1 million. The incumbent recommends to the Regional Superintendent on BDIC loans up to \$2 million. The region's combined contribution budget is \$1.3 million and in fiscal year 2013-14 100 applications were approved. The Region's Community Futures organization, the Dehcho Business Development Corporation has an operating budget totaling \$203,000 and its portfolio at 2013-14 fiscal year-end stood at \$1.5 million.

The Manager is expected to deal with politically sensitive issues related to business development activities within the context of an Interim Measures Agreement with the Dehcho First Nation. The Regional Superintendent must rely on the incumbent to deal with the technical aspects of business development issues in order to afford the Regional Superintendent with the time to ensure that all programs are delivered in a manner that is responsible to politically sensitive issues.

The incumbent must possess sophisticated analytical skills and have a solid understanding of the dynamics of operating a business in the north. The position is often called to function as a senior analyst on complex applications generated outside of the region and from time to time is asked to take a leadership role on various committees focused on business issues and program delivery.

RESPONSIBILITIES

1. **Manages all business development loans, contributions, contracts, budgets and counseling programs.**
 - Under an MOU with the BDIC the manager will act as a delivery agent for BDIC programs and services.
 - Overall the incumbent manages a budget of approximately \$1.5 million of which \$1.10 million is program related and \$494K is O&M related. The

management function includes allocating program funds to specific programs, negotiating contractual agreement and ensuring suitable accountability, maximizing the use of O&M to meet departmental and regional goals and objectives.

- Promotes partnerships between established and growing businesses, and funding partnerships with other financial institutions, including Federal Government programming, in order to leverage limited departmental resources.
- Coordinates specific funding participation in client proposals in a manner that ensures departmental or other funding partner needs are reconciled with client expectations and market realities.
- Ensures all client contributions are accounted for in a timely manner.
- Directs all business development and aftercare programs while ensuring all projects meet program criteria and department mandates.
- Manages the development of small business opportunities by assisting in the identification of business opportunities.
- Integrates long-term and short-term regional strategies in the area of business development.
- Manages the regional program database, The Exceptional Assistant (TEA) to ensure it is current and that key performance indicators for all programs that are delivered are current and accurate.

2. Manages a regional loan portfolio of \$7.1 million.

- Recommends to the Regional Superintendent on all BDIC loans up to \$2 million.
- Tracks loan application reviews and decisions to ensure that the lending process meets Departmental and BDIC timeline standards.
- Ensures loan documentation is accurate and complete.
- Coordinates collection activity on loan arrears and recommends to the Regional Superintendent and to the BDIC on litigation action.

3. Manages the Government of the Northwest Territories' Business Incentive Policy in the Dehcho Region to encourage the maximization of small business opportunities arising from public spending.

- Ensures that all BIP applications are complete and are in accordance to BIP Policy and Guidelines.
- Recommends to Regional Qualification Committee to approve or deny BIP applications from the business community on an ongoing basis.
- This requirement is specifically a cabinet-endorsed policy as outline in the GNWT's Business Incentive Policy 52-04.

4. As called upon by the Department's senior management, the incumbent participates on various committees and task force groups at the senior management level to provide insight and input into a wide variety of business development initiatives to develop the regional and territorial

economies.

- Facilitates the process of developing an integrated multi-year community economic development plan by working cooperatively with community interest groups and staff.
 - Functions as a senior analyst on loan applications from other regions requiring a high level of analytical expertise.
- 5. Responsible for the recruitment, development, training, evaluation, discipline and motivation of staff in Trade & Investment.**
- Participates in all aspects of staff recruitment.
 - Develops and writes job descriptions.
 - Establishes appropriate and measurable goals and objectives.
 - Effectively communicates expectations and performance objectives.
 - Monitors staff performance and evaluates performance at regular intervals.
 - Develops staff capabilities through the provision of ongoing advice, direction and support.
 - Deals with human resource issues and makes recommendations to the Regional Superintendent concerning the handling of human resource problems.
- 6. Responds to written and verbal inquiries from other governmental agencies, the Legislative Assembly, public and aboriginal groups, the media and industry for departmental and GWNT resource development information.**
- Provides ITI staff, Directors and the Directorate with advice obtained through community liaison, consultation and industry knowledge regarding business or related activities in the region.
 - Provides the prime departmental link with communities, public groups, aboriginal groups and industry for the delivery of departmental programs and services.
 - Performs other diverse duties as required.
- 7. Shares responsibility to act as the Regional Superintendent, Dehcho Region with other members of the regional management team.**

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent analytical ability in risk assessment, credit evaluation, break-even analysis, ratio analysis, trend analysis and other forms used in grading and evaluating financing and commercial credit and five (5) years of senior commercial lending experience.;
- Ability to interpret the Mackenzie Valley Resource Management Act and its impact on the establishment of business within lands falling under the Mackenzie Valley Act;
- Proficient in the use of spreadsheet software;

- Skills in consultation, negotiation, planning, coordination, monitoring and assessment and communication techniques;
- Ability to familiarize oneself with NWT community lifestyles and Aboriginal cultures;
- Possess skills and abilities to develop relationships of trust with industry, government, community and Aboriginal leaders;
- Ability to assess continually changing socially and politically sensitive solutions to identify problems or opportunities and recommend original, workable and acceptable solutions;
- Ability to organize and work on several different issues, priorities and timetables simultaneously;
- Superior verbal, graphic presentation and writing skills and the ability to communicate and relate well to broad range of linguistic and culturally diverse audiences and;
- Computer skills in word-processing, spreadsheets, database and presentation software, as well as the Internet socio-media and electronic communication.

Typically, the above qualifications would be attained by:

These skills are usually acquired through the completion of a degree in Commerce, Business Administration, Economics or a related program, plus five (5) years of senior commercial credit and lending experience or a Master's Degree in Business Administration with three (3) years of commercial and lending experience. The incumbent's experience should reflect involvement within a management team and involvement in strategic planning and decision making for the organization.

WORKING CONDITIONS

Physical Demands

	Frequency	Duration	Intensity
Time spent at computer workstation	Daily	Up to 7 hours daily	Moderate
Extended working hours are often required to facilitate work-related travel and work with clients and organizations to meet their needs.	Twice on a monthly basis	Up to 15 hours	Moderate
Attendance at long meetings	Weekly	Up to 5 hours	Low

Environmental Conditions

	Frequency	Duration	Intensity
The position has regional	Quarterly	1 to 3 days	Moderate

responsibilities and requires travel within the region. Travel, at times, necessitates the use of single-engine aircraft under adverse weather conditions. Travel by automobile under poor highway and weather conditions are sometimes required. Accommodations in small remote communities are basic.			
Loan collections, field call and visitation with distressed or bankrupt clients, or the rejecting a funding request, can result in verbal abuse and mental stress.	Monthly	1 to 2 hours	High
Site visits to clientele often require association with industrial hazards of chemical or heavy equipment nature or of a construction site nature.	Monthly	1 to 2 hours	High

Sensory Demands

	Frequency	Duration	Intensity
Analysis and review of high-end business proposals sometimes in the hundreds of pages filled with elaborate technical and financial information requires high levels of concentration. Normal day-to-day job interferences place a higher than normal levels of stress on the reviewer.	Weekly	4 to 5 hours	High

Mental Demands

	Frequency	Duration	Intensity
The analysis and review of detailed business proposals requiring long periods of reading and analysis which are also subject to time constraints with the proponents constantly requesting conclusion or upward referral.	3 times weekly	4 to 6 hours	High
Business travel sometimes requires being away for up to a week at a time and involves working at trade shows, trade missions, conferences, meetings and seminars	Quarterly	5 to 10 days	High
Completion of briefing notes, response letters and e-mails is generally required within tight timeframes	Twice monthly	1 to 2 hours	Moderate

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