

## **EMPLOYMENT OPPORTUNITY NOTICE EO16-009**

### **THE CITY OF GREATER SUDBURY**

**requires a**

### **BUSINESS DEVELOPMENT OFFICER (INVESTMENT ATTRACTION – STRATEGIC SECTOR SPECIALIST) REPORTING LOCATION: TOM DAVIES SQUARE**

**PERMANENT POSITION  
70 HOURS BI-WEEKLY**

### **START DATE TO FOLLOW SELECTION PROCESS**

The Business Development Section, Economic Development Division, Office of the Chief Administrative Officer for the City of Greater Sudbury, requires a Business Development Officer (Investment Attraction – Strategic Sector Specialist). This is a sales-oriented position, intended to support investment attraction and business retention and expansion in the strategic sectors identified in *From the Ground Up*, the City's economic development strategic plan. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$2,997.80 to \$3,505.60 bi-weekly.

#### **QUALIFICATIONS:**

#### **EDUCATION AND TRAINING:**

University degree in a related discipline (including but not limited to Business Administration, Commerce and/or Economics) from a recognized University with Canadian accreditation or demonstrated equivalency.

Additional education initiatives to update and expand competencies

#### **EXPERIENCE:**

Four (4) years related experience including supervisory experience and including two (2) years in a related economic development function.

#### **KNOWLEDGE OF:**

CGS's priorities and strategic plans.

Sales and marketing techniques and implementation methods.

Industry trends, emerging issues, best practices and opportunities related to economic development and entrepreneurial development.

Applicable legislation and related regulations.

Principles of project management and budgeting.

Word processing, spreadsheet and presentation software in the MS Windows environment.

Horizontal linkages to other relevant governmental levels and services as well as the private and non-profit sectors.

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200 Brady Street  
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[www.greatersudbury.ca](http://www.greatersudbury.ca)  
[www.grandsudbury.ca](http://www.grandsudbury.ca)

**EMPLOYMENT OPPORTUNITY EO16-009  
BUSINESS DEVELOPMENT OFFICER (INVESTMENT ATTRACTION – STRATEGIC SECTOR SPECIALIST)  
(PERMANENT POSITION)**

**ABILITIES TO:**

- Understand and meet the needs of customers.
- Demonstrate supervisory abilities.
- Demonstrate effective interpersonal and communications skills including public relations.
- Balance conflicting demands in a political environment.
- Lead change initiatives; manage projects and respond quickly to emerging opportunities or risks.

**PERSONAL SUITABILITY:**

- Mental and physical fitness to perform essential job functions.
- Drive to address client satisfaction and advance the community.
- Ability to work effectively in a team environment.

**LANGUAGE:**

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

**OTHER:**

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

**MAIN FUNCTION:** To provide business development and support services to private sector and non-profit clients within CGS, in support of quality customer service outcomes and the CGS Strategic Plan and Operational Plans for the Division.

**DUTIES:** UNDER THE GENERAL SUPERVISION OF THE DIRECTOR OF ECONOMIC DEVELOPMENT OR THE MANAGER OF TOURISM AND CULTURE:

1. Act as principal liaison for local and external business clients that are interested in developing and/or expanding an operation in CGS and provide leadership, advice and assistance to maximize their chances of success.
2. Provide guidance to individuals, groups and/or local organizations involved in the commercial sector that require assistance in working with the various departments of CGS and other provincial or federal agencies.
3. Achieve quality customer outcomes in response to established performance measurement targets and customer feedback.
4. Assist in conducting negotiations with representatives of business, industry and government to influence and facilitate the establishment of commercial, industrial and value-added development.
5. Pursue and manage community economic development projects within and outside CGS in support of the CGS Community Economic Development Strategic Plan, including specific initiatives including Business Retention and Expansion, Investment Attraction and Workforce Development.
6. Assist in the marketing of CGS owned industrial parks including site selection, negotiations, land sales, property standards, maintenance and utilities and market other industrial areas within CGS.
7. Provide advice and information to investors and developers on matters pertaining to industrial and commercial projects.
8. Facilitate and assist entrepreneurs and Small and Medium Enterprises (SMEs) within and outside CGS in their start-up, development and expansion plans.
9. Assist clients in understanding procedures and by-laws, official plans, building codes and other legislative policies, and facilitate interactions with internal CGS regulatory staff to ensure a timely and efficient approach to business development.
10. Monitor industry trends and best practices in economic development in order to effectively evaluate performance, modify approaches and implement new methodologies to ensure continuous improvement.
11. Act as a facilitator between proponents, potential investors and/or senior government financial assistance programs to secure equity, assistance and expertise to realize a successful start-up, expansion and increased probability for success.
12. Negotiate purchase contracts and/or agreements as required and in accordance with CGS policies.
13. Manage the financial, human and physical resources for assigned projects Prepare grant applications, monitor budgets and fulfil reporting requirements.
14. Prepare business plans for the management of economic development projects including objectives, budget, benchmarks and time lines.

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15. Conduct job performance appraisals, salary reviews and discipline, and act as Management's Representative in the Grievance Procedure in accordance with any respective Collective Bargaining Agreement.
16. Review and conduct necessary due diligence and monitoring associated with the administration and delivery of the funding programs within the Economic Development portfolio
17. Establish and maintain solid networks with industry partners, community stakeholders and institutions. Organize and attend meetings with business groups, foreign delegations, government agencies and other organizations.
18. Prepare briefs, reports and presentations for GSDC Board, Council or internal working groups as required to assist in policy development, strategic plans and council decision-making.
19. Review and analyse business plans/proposals to assess their viability and potential benefit, while being sensitive to the confidential nature of client business plans and provide a secure environment for them to work with government.
20. Conduct statistical analysis, long range planning and economic analysis and present data as required.
21. Act as a spokesperson for the Division as required. Attend and facilitate public meetings, respond to inquiries from Councillors, citizens and the media.
22. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
23. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **TUESDAY, FEBRUARY 9TH, 2016 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca)** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO16-009**) on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.