



EMPLOYMENT OPPORTUNITY NOTICE EO13-497

THE CITY OF GREATER SUDBURY

requires a

BUSINESS DEVELOPMENT OFFICER REPORTING LOCATION: TOM DAVIES SQUARE

CONTRACT POSITION

**ESTIMATED PROBABLE DURATION: ONE (1) YEAR WITH THE
POSSIBILITY OF EXTENSION
70 HOURS BI-WEEKLY**

START DATE TO FOLLOW SELECTION PROCESS

The Business Development Section, Economic Development Division, Growth and Development Department of the City of Greater Sudbury, requires a Business Development Officer. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$2,533.30 to \$2,982.70 bi-weekly.

QUALIFICATIONS:

EDUCATION AND TRAINING:

University degree in a related discipline (Business Administration, Commerce and/or Economics) from a recognized University with Canadian accreditation.

EXPERIENCE:

Minimum of three (3) years related experience including supervisory and including two (2) years in a related economic development function.

Additional education initiatives to update and expand competencies.

KNOWLEDGE OF:

CGS's priorities.

Sales and marketing techniques and implementation methods.

Applicable legislation and related regulations.

Best practices within areas of responsibility.

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 sector.

ABILITIES TO:

Understand and meet the needs of customers.

Demonstrate supervisory abilities.

Create and respond appropriately to a continuous learning environment.

Respond quickly to emerging opportunities or risks.

PERSONAL SUITABILITY:

Mental and physical fitness to perform essential job functions.

LANGUAGE:

Excellent use of English; verbally and in writing.

French verbal skills highly desirable; written skills an asset.

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200 BRADY STREET
SUDBURY ON P3A 5P3

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www.greatersudbury.ca
www.grandsudbury.ca

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BUSINESS DEVELOPMENT OFFICER
(CONTRACT POSITION)**

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 the small business community within CGS, in support of quality customer service outcomes.

DUTIES: UNDER THE GENERAL SUPERVISION OF THE DIRECTOR OF ECONOMIC DEVELOPMENT:

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.
3. Achieve quality customer outcomes in response to established performance measurement targets and customer feedback.
4. Assist in the identification, initiation and implementation of development opportunities.
5. Assist in the implementation of a business retention and expansion program for Small and Medium Enterprises (SME's) in CGS.
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. Provide information, advice and assistance to entrepreneurs within and outside CGS in their start-up, development and expansion plans.
9. Assist clients in understanding procedures and by-laws, official plans and other legislative policies to ensure a timely and efficient approach to business development in CGS.
10. Assist in conducting negotiations with representatives of business, industry and government to influence and facilitate the establishment of commercial and industrial development.
11. Maintain an in-depth knowledge of marketing techniques and procedures to maximize the economic opportunities of CGS.
12. 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.
13. Assist and co-ordinate in the planning and delivery of projects with CGS's departments to advance economic development efforts in CGS.
14. Manage the human resources for projects within the Section.
15. Conduct job performance appraisals, salary reviews and discipline for staff assigned to business development projects in accordance with any respective Collective Bargaining Agreement.
16. Act as Management's Representative in the Grievance Procedure in accordance with any respective Collective Bargaining Agreement.
17. Review and analyse business proposals to assess their viability and potential benefit to CGS.
18. Organize and attend on a regular basis, meetings with business groups/entrepreneurs, foreign delegations, senior government agencies and other private and public sector organizations.
19. Prepare briefs, reports and presentations as required to assist in policy development, strategic plans and council deliberations.
20. Be sensitive to the confidential nature of many developers plans and provide a secure environment for them to work with government to realize their goals.
21. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
22. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **THURSDAY, SEPTEMBER 12TH, 2013 at 4:30 p.m. to: Citizen Service Centre, c/o The City of Greater Sudbury, P. O. Box 5000, Station "A", Sudbury, Ontario, P3A 5P3, Facsimile number: (705) 673-7219 or by e-mail to: hrjobs@greatersudbury.ca**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO13-497**) 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.