

Posting date: February 3, 2022

Job Title: Manager of Investment and Business Development

Number of Vacancies: 1

Posting number: EX22-148

Status: Permanent Position

Shift Work Required: No

Range of Pay: \$3,936.80 to \$4,631.20 bi-weekly (Subject to Review)

Start date: To follow selection process

Initial Reporting Location: Tom Davies Square

Section: Investment and Business Development

Division: Economic Development

Department: Office of the Chief Administrative Officer

Main Function: Responsible to the Director of Economic Development for the complete management, direction and operation of the Investment and Business Development Section, in support of quality customer service outcomes and the Business Plan for the Section. This position supports the Director of Economic Development in fulfilling responsibilities associated with the support of business retention, expansion and attraction activities for the general promotion of the City of Greater Sudbury.

Duties: Under the general direction of the Director of Economic Development.

1. Responsible for the preparation and execution of an annual Business Plan to advance the economic development goals identified in current strategic plans approved by CGS Council and the Board of the City of Greater Sudbury Community Development Corporation in concert with the budgeting process. The Plan will detail key performance indicators and the resource inputs required to achieve these outputs.
2. Responsible for growth and development initiatives within key identified economic sectors in Greater Sudbury.
3. Manage the financial, human and physical resources of the Investment and Business Development Section in alignment with CGS's vision and values, and in accordance with the annual Business Plan.
4. Market, promote and serve as the key source of information about investment and business development activities and priorities for the CGS and as an official channel of communication between the Section and its internal and external stakeholders.
5. Monitor effectiveness of Section services, policies and procedures. Identify, develop and implement opportunities for change and improvement.
6. Guide and advise industry clients regarding Section programs and services, including marketing and development programs available from provincial, federal and private sector agencies.
7. Serve as a resource person to related municipal working groups as well as related industry groups and associations.
8. Assist in the development and maintenance of effective current and long-range policies, plans and practices in economic development, and provide strategic guidance.
9. Maintain effective relationships with economic development partner organizations and their representatives.
10. Coordinate within the Division and across the CGS organization to support investing and business development projects and positive climate for business investment.
11. Assist the Director in supporting the activities and priorities of the GSDC Board.
12. Conduct job performance appraisals, salary reviews and discipline in accordance with any respective Collective Bargaining Agreement.
13. Act as management's representative in the grievance procedure in accordance with any respective Collective Bargaining Agreement.
14. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
15. Perform other related duties as required.

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Qualifications:

Education and Training:

University degree in a related discipline from a recognized University with Canadian accreditation.
Additional education initiatives to update and expand competencies.

Experience:

Minimum of four (4) years of directly related and responsible economic development experience including two (2) years managing a similar function in a large, unionized and highly diversified public or private sector organization.

OR

Education and Training:

College diploma in a related discipline from a recognized Community College with Canadian accreditation.
Additional education initiatives to update and expand competencies.

Experience:

Minimum of six (6) years of directly related and responsible economic development experience including two (2) years managing a similar function in a large, unionized and highly diversified public or private sector organization.

Knowledge of:

Principles, techniques and objectives of economic development as applied to municipal government.
Current and emerging trends in economic development.
CGS's priorities and current and emerging issues within CGS.
Applicable legislation and related regulations.
Best practices within areas of responsibility.
Horizontal linkages to other relevant governmental levels and services as well as the private sector.

Abilities to:

Develop and implement comprehensive and targeted promotional campaigns and activities to advance priority economic sectors.
Comprehend and make inferences from written material in both English and French.
Understand and meet the needs of customers.
Prepare operating and capital budgets for the Section, including project budgets for funded programs.
Build the values of the organization into Section programs, services and policies.
Prepare an effective Business Plan for the Section. Set and achieve high standards for the Section.
Set and achieve high standards for the Section/Division.
Align communication systems to facilitate better service for business investors..
Link programs, services and policies of the Section to broad policy objectives of the organization.
Create enthusiasm and motivation for employees within the Section to pursue strategic goals established by CGS and GSDC.
Create and respond appropriately to a continuous learning environment.
Balance conflicting demands from stakeholders.
Anticipate and manage the impact of change on the Section/Division's activities.
Manage the financial, human and physical resources of the Section/Division in a collaborative manner.
Manage conflict; mediate disputes; assist in reaching consensus.
Provide a stabilizing influence with the Section and Division.
Identify/manage issues and recommend/implement strategic solutions.
Deal with politically sensitive issues. Demonstrate strong organizational and analytical skills.

Personal Suitability:

Mental and physical fitness to perform essential job functions.

Language:

Excellent use of English; verbally and in writing.
French verbal skills desirable.
Additional languages an asset.

Other Requirements:

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.

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Leadership Competencies: Tactical Implementation (II)

| Competency | Competency Definition | Level | Level Definition |
|---|---|-------|---|
| Shaping the Future | | | |
| Innovation | Take a creative approach to problems or issues, "think outside the box", go beyond the conventional, and explore creative uses of resources. | 4 | Takes action to innovate |
| Judgment and Decision Making | Make sound decisions involving varied levels of complexity, ambiguity and risk. | 3 | Develops alternatives before making complex decisions |
| Delivering Business Results | | | |
| Collaboration | Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups. | 3 | Collaborates beyond one's area |
| Customer/Citizen Focus | The desire to work closely with internal and external customers to meet and exceed their expectations. | 3 | Monitors and improves quality of customer service |
| Organizational Awareness | Learn and understand the key relationships, diverse interest groups and power bases within one's own and other organizations. | 3 | Understands climate and culture |
| Planning, Coordination & Execution | Plan and coordinate work to achieve desired results on a consistent basis. | 4 | Plans and executes broad implementation efforts |
| Aligning People & Teams | | | |
| Developing Others | The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning. | 3 | Provides feedback to encourage ongoing development |
| Holding Self & Others Accountable | Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard. | 4 | Acts to address performance issues |
| Leadership | Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction. | 3 | Obtains resources and takes care of the team |
| Enhancing Personal Effectiveness | | | |
| Flexibility/Adaptability | Adapt and work effectively within a variety of situations, and with various individuals or groups. | 3 | Adapts approach |
| Interpersonal Communication | Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind. | 4 | Makes insightful assessments |
| Managerial Courage/Integrity | Acting with integrity, ensuring one's actions are consistent with City of Greater Sudbury's values and expectations. | 3 | Is honest and candid with managers, peers or external parties |
| Leadership Presence | Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles. | 4 | Demonstrates resilience |

For more information on leadership competencies, please refer to our website: www.greatersudbury.ca/jobs

Résumés quoting **EX22-148** are invited and will be received by the City of Greater Sudbury's Human Resources and Organizational Development Division, by e-mail at hrjobs@greatersudbury.ca or fax at **705-688-3979**, for the above noted position until **4:30 p.m. on Tuesday, March 1, 2022**. Any application received after this deadline will not be considered.

All City of Greater Sudbury employees are required to be fully vaccinated as a condition of hire in accordance with the City's mandatory Vaccination Policy. Please do not submit your proof of vaccination with your resume. This information will only be required if you are selected as the candidate of choice. For more information, please visit our website at www.greatersudbury.ca/jobs.

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.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and are happy to hire qualified (including education credential) applicants from anywhere. In order to hire a candidate one must be legally entitled to work in Canada, with legally entitled being defined as having all of the necessary paperwork processed, approved and responded to, by way of a work permit being issued and received. 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.