



Job Title:	Economic Development Officer		
Job Opening Id:	39455	# Required:	1
Business Unit:	Growth Strategy and Economic Development	Division:	Growth Strategy and Economic Development
Location:	Headquarters, Campbell West	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Temporary
Salary Grade:	6	Salary Range:	\$ 83,550.00 - \$ 98,290.00
Post Date:	2024-07-11	Close Date:	2024-07-24

Please note: This position allows for a hybrid working model, requiring the employee to divide their time equally between working from home and in the office.

Approximate Duration: 3-24 months

About Us

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

Job Summary

Reporting to the Associate Director, Economic Development, the Economic Development Officer (EDO) is responsible for implementing, monitoring and reporting on economic initiatives in support of the various economic development sectors; Strategic Marketing and Strategic Economic Initiatives. Ongoing provision of economic development support to Local Area Municipalities as identified in the shared economic development plan(s). Undertakes activities and supports partnerships that enhance the development of Niagara as a location of choice for investment/trade, enterprise and growth.

Education

- Post-secondary degree in Business Administration, Commerce, Economics, Economic Development, and Marketing, Public Administration or equivalent related field of study. An equivalent combination of education and experience may be considered.

Knowledge

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- Minimum of 3 years of progressive experience implementing economic/business development activities; branding, marketing and sales; and supporting partnerships among business, academic and government/agency partners.
- Municipal sector experience is considered an asset.
- Demonstrated knowledge of principles and practices of community planning, land use/growth management concepts, infrastructure improvement planning.
- Experience working with Federal/Provincial legislation, policy and programs related to business development, enterprise, innovation and growth.
- Understanding of Municipal government organization and functions.
- One of the following qualifications (or equivalent) is preferred: Certified Economic Developer (Ec.D.) from the Economic Developers Association of Canada (EDAC), or Certified Economic Developer (CEcD) from the International Economic Development Council.

Responsibilities

Delivers services to Local Area Municipalities in economic development, encompassing business attraction, innovation, entrepreneurship, advocacy, business expeditor activities and new enterprise development. (35% of time)

- Builds and maintains shared service consulting relationships.
- Participates in the development and implementation of strategies, projects and initiatives for shared service partners (Local Area Municipalities – LAM's).
- Develops and manages relationships with shared service partners, ensuring strategies, projects and initiatives are executed and economic development performance expectations are fulfilled.
- Provides service to the development community regarding navigating the permitting process in cooperation with the shared services partners.
- Collaborates with shared service partners to assist private enterprise and community agencies to resolve community needs that have direct bearing on investment attraction.

- Collaborates and partners with shared service partners, industry stakeholders (7 Chambers of Commerce, local Business Improvement Areas, Destination Marketing Organizations, Niagara Industrial Association and the Homebuilders Association, etc. as required), academic institutions (Brock University, Niagara College and Niagara District School Boards) and Provincial/Federal governments to support economic development initiatives.
- Provides advice and guidance to shared service partners on strategies and initiatives as required.
- Participates in several external and industry committees representing the needs of the shared service partners and advancing common goals and objectives.
- Interacts on a regular basis with shared service partners concerning land use amendments and infrastructure plans.
- Provides support to shared service partners in responding to and resolving sensitive inquiries, complaints and issues from both internal and external sources.
- Administers funding to shared service partners to support local economic initiatives (Local Area Municipality Funding) – LAM Fund.

Supports and implements a range of services, initiatives and activities in support of sector development. (30% of time)

- Business outreach, local economic development, project facilitation, community economic development social enterprise development, workforce development and special projects.
- Evaluates programs which would couple the immediately available resources of the area with potential business and industrial development.
- Researches and prepares Provincial and Federal funding submissions.
- Makes presentations before citizens' and advisory groups/committees.
- Provides support to the tourism and agribusiness sectors in Niagara which includes representation on industry membership groups (i.e. Ontario Tourism Education Corporation, Ontario/Niagara Federation of Agriculture, Golden Horseshoe Food and Farming Alliance, etc. as required), developing programming and strategies from a regional perspective for both sectors, partnering on projects and monitoring sector statistics.

Participates in business planning, strategic planning, research initiatives and performance management for specific initiatives in support of economic development. (15% of time)

- Participates in the development of economic development strategies, objectives and long range plans for a unified economic development attraction program.
- Contributes to strategic plan development by researching, implementing and evaluating program initiatives.
- Monitors and examines market conditions and emerging trends which may impact existing and potential economic development and recommend appropriate action(s).
- Evaluates and reports on the impact of government (all tiers) legislative, policy and program changes. Recommends potential risk mitigation.
- Supports and grows international partnership engagement
- Assists in the hosting of international delegations to further expose Niagara Region to global decision makers

Initiates and champions special projects based on current environment, often in partnership with external organizations. Manages and supports development and implementation of economic and business development initiatives, managing project life cycle activities (10% of time)

- Defines project scope, goals, success criteria and deliverables that support economic development goals in collaboration with project team and key internal/external stakeholders.
- Communicates project expectations to team members and stakeholders, liaising on an ongoing basis to manage expectations.
- Plans and schedules project timelines and milestones using appropriate tools.
- Tracks project milestones and deliverables.
- Determines the frequency and content of status reports from the project team, analyzing results and troubleshooting problem areas.
- Reports project status, including project KPI's to stakeholders.
- Monitors and tracks project costs, schedules, resources, risks, issues, and performance to ensure the optimal success.

Manages and administers annual and multi-year Capital and Operating budgets for which they are delegated authority ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. Administer and approve the acquisition of goods and services for their direct reports in accordance with the procurement policy. (10% of time)

Perform other related duties and responsibilities as assigned or required.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

Closing Statement

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application at www.niagararegion.ca by **July 24, 2024.**

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

If you require an accommodation for the application process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, the alternate formats for contacting us are as follows:

- Email: myhr@niagararegion.ca
- Phone: 905-980-6000 or 1-800-263-7215
- Bell Relay: 1-800-855-0511
- In-person: Sir Isaac Brock Way, Thorold, ON L2V 4T7 – Human Resources Department