

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(ECONOMIC DEVELOPMENT DIVISION – BUSINESS INVESTMENT & SECTOR DEVELOPMENT - LOCATION
– 71 MAIN ST. WEST, 7th FLOOR)

BUSINESS DEVELOPMENT CONSULTANT

SUMMARY OF DUTIES

Under the general direction of the Manager of Business Investment and Sector Development, the Business Development consultant (BDC) supports Business Retention & Expansion of existing industry and works to attract new business to the City. The BDC is responsible for industrial and commercial development in order to generate new property tax assessment and employment in the City of Hamilton. Responsible for project management on specific departmental and corporate initiatives and/or key economic sector development (e.g. Agri-Food and Food & Beverage Processing sector) in the City.

GENERAL DUTIES

Generates new property tax assessment and employment by promoting and marketing industrial, commercial and investment properties and opportunities within the City of Hamilton.

Responsible for Business Retention & Expansion of existing industry and works to attract new business to the City by preparing, evaluating, administering and responding to inquiries and requests for proposals.

Facilitates and supports the development of new expansion projects undertaken by clients within the city and works closely with our Planning & Economic Development colleagues.

Supports the Sr. Business Development Consultant on Foreign Direct Investment and Trade focused initiatives when required.

Assists in the development of the Departmental Strategic Action Plan by researching, facilitating and coordinating major policy and program initiatives to help formulate the team's long-term economic development plan.

Initiates and champions special projects for sector development often in partnership with external organizations i.e. Government and community partners

Coordinates and supervises the compilation and provision of all business and economic related information and communication resources.

Responds to information requests from developers, site selectors, realtors and the business community in respect of development issues and processes including: the provision of site location, zoning and official plan information, development charges, taxes and demographics. Where necessary, provides interpretation of municipal policies and by-laws, provincial legislation, statutes and regulations.

Supervises administrative support staff, consultants, summer and co-op students on all development/sector related projects.

Attends trade shows as a City representative, markets and pursues business opportunities on behalf of the City.

Monitors and examines market conditions and emerging trends which may impact existing and potential business and makes recommendations for action in response to same.

Researches and prepares Provincial and Federal funding submissions and provides support to the Manager in preparation of the Department's Marketing Strategy and departmental budget.

Evaluates and reports on the impact of municipal, provincial and federal legislative and policy changes.

Communicates with developers, investors, realtors, members of council, consultants, lawyers, Chamber of Commerce, Provincial and Federal Ministries, area municipalities, the media and City staff on an on-going basis regarding business and development issues.

Interacts with and responds on behalf of the City to various local, national and international media.

Works closely with various provincial and federal government ministries.

Maintains record of leads and generated activities.

Provides recommendations for targeting specific business sectors based on current environment.

Serves as departmental representative on various interdepartmental, regional and provincial boards and committees.

Prepares reports for and makes presentations to Committee and Council as required.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Supports and acts as Acting Manager on occasion.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Proven knowledge in business development and marketing normally acquired through the completion of a University Degree in Economic Geography, Urban and Regional Planning, Commerce, Business, Economics or other related discipline or a combination of a Community College Diploma and relevant work experience.
2. One of the following (or equivalent) is considered as asset:
Certified Economic Developer (Ec.D.) from the Economic Developers Association of Canada (EDAC).
Certified Economic Developer (CEcD) from the International Economic Development Council.
3. Municipal sector experience is considered an asset.
4. Experience working in the Agri-Food and Food & Beverage Processing sectors is considered an asset.
5. Progressively responsible experience working in the economic development field.
6. Demonstrated experience in the corporate site selection process, the marketing of industrial, commercial and investment opportunities, as well as the municipal approvals process. Knowledge of financing opportunities (loan, grant, joint venture) is also required.
7. Working knowledge of the Ontario Municipal Act and Planning Act.
8. Must have excellent verbal and written communication skills and ability to relate effectively with peers, all

levels of management, business clients, council and the media.

9. Ability to communicate effectively with the public and government agencies.
10. Working knowledge of Salesforce (CRM), Microsoft Word, Excel and database software applications.
11. Ability to manage, supervise and balance several projects simultaneously and to meet deadlines is essential.
12. Capable of working independently as well as part of an interdisciplinary team
13. Provision of a vehicle for use on the job.
14. Must possess a valid Class "G" Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
