

## CITY OF HAMILTON

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**(ECONOMIC DEVELOPMENT & REAL ESTATE DIVISION – Hamilton Business Centre– LOCATION – 71 MAIN STREET WEST)**

**BUSINESS DEVELOPMENT OFFICER – SMALL BUSINESS**  
**(1 PERMANENT FULL TIME POSTION)**

### **SUMMARY OF DUTIES**

Working in a fast pace multi-disciplined team the Business Development Officer will support the overall Hamilton Business Centre program.

Support will include working with new or expanding businesses to access information and resources needed to help them grow or scale-up, assisting with business registrations and general presentations about entrepreneurship. This portfolio will also focus on fostering and developing youth entrepreneurship in Hamilton through the delivery of the Ontario Summer Company Program and outreach with our education business partners.

The Business Development Officer will also support Core programming for the Hamilton Business Centre team including consulting services, delivering training sessions, public presentations and outreach along with support for all others aspects of programming including general inquiries, event planning/ management, contact management support to ensure accurate records are maintained.

### **GENERAL DUTIES**

Assist Co-ordinator, Business Advisors and support staff with development, administration and implementation of programs and services offered by the Department, in particular the small business enterprise centre.

Promote and market small business opportunities within the City of Hamilton.

Delivery of the Ontario Summer Company Program including development of program timelines, recruitment of candidates, development of training plan, lead mentor and coach for the duration of this summer program.

Attend trade shows as a City representative, market and pursue business opportunities on behalf of the City.

Provide businesses and individuals from within and/or outside the City with demographic, statistical and other economic forecasting information related to all economic activity.

Respond to information requests from entrepreneurs, partners, and the business community in respect to business start up and expansion needs including: awareness to municipal, federal and provincial licensing requirements, preliminary zoning information, market related research and knowledge of financial programs. Where necessary provide business plan feedback, guidance and direction.

Communicate with entrepreneurs, partners, consultants, lawyers, Chamber of Commerce, area municipalities and City staff on an on-going basis regarding business and development issues.

Monitor and examine market conditions and emerging trends which may impact existing and potential business and make recommendations for action in response to same.

Capable of working independently as well as part of an interdisciplinary team.

Maintain record of contacts and generated activities.

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

Initiate and champion special projects related to development such as sector related marketing, tax business analysis and related programs.

Prepare reports for and make presentations to entrepreneurs, partners, stakeholders, Chamber of Commerce and other groups as required.

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

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.

### **QUALIFICATIONS**

1. Proven knowledge in business development and marketing normally acquired through the completion of a University Degree in Commerce, Business, Economics or other related discipline or a combination of a community college diploma and relevant work experience.
2. Demonstrated experience working in the economic development/small business field.
3. 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.
4. Ability to communicate effectively with the public and government agencies.
5. Working knowledge of Microsoft Word, Excel, PowerPoint and database software applications.
6. Ability to manage, supervise and balance a number of projects simultaneously and to meet deadlines is essential.
7. Capable of working independently as well as part of an interdisciplinary team
8. Eligibility for Certified Economic Development accreditation.
9. Provision of a vehicle for use on the job.
10. 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.**

### **SALARY:**

**Salary Grade 4**

\$ per annum

### **HOURS:**

35 per week

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

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