

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(ECONOMIC DEVELOPMENT DIVISION – BUSINESS INVESTMENT AND SECTOR DEVELOPMENT SECTION -
LOCATION – 71 Main Street West, 7TH FLOOR)

MANAGER OF BUSINESS INVESTMENT AND SECTOR DEVELOPMENT

SUMMARY OF DUTIES

Reporting to the Director of Economic Development , directs and manages the provision of services and functions related to investment and sector development including business retention and attraction programs, foreign direct investment initiatives, marketing promotion and research, and oversight of the Hamilton Immigration Partnership Council.

GENERAL DUTIES

Directs and manages the provision of services and functions related to investment and sector development including business retention and attraction programs, foreign direct investment initiatives, marketing promotion and research, and oversight Hamilton Immigration Partnership Council by;

- Reviewing and monitoring corporate, departmental and divisional policies and procedures to ensure that the Section's goals/objectives are promoted and considered;
- Developing and recommending new corporate, departmental and/or divisional goals/policies to enhance the achievement of objectives related to the Section's goals and priorities;
- Identifying and soliciting external funding sources for related business/economic development and initiatives including preparing complex funding proposals to other levels of government, external agencies and community partners;
- Researching and implementing best practice business development, marketing and consultation approaches;
- Developing short- and long-range performance goals and objectives based on the strategic direction of the organization and the department/division;
- Initiating and designing projects, work plans, schedules, establishing and monitoring priorities and timetables and determining the allocation of responsibilities to staff and/or consultants working on related business development projects and programs; and by
- Developing and monitoring the Section's operating and capital budgets and prioritizing and approving expenses.

Provides advice and consultation related to business/economic development programs and initiatives by initiating and managing related small and large scale projects to ensure the attraction, growth and retention of business in Hamilton.

Participates in the strategic project and policy planning directions and activities of the Division as a member of the management team.

Manages a team of multi-functional professional and technical staff and consultants working on projects and initiatives relating to the Section's functions and activities by:

- Developing and managing work plans that further the Economic Development Action Plan;
- Establishing and changing priorities and timetables in response to changing resource and staffing conditions;
- Assigning and organizing responsibilities and interviewing and selecting staff;
- Developing Requests for Proposals, evaluating consultant submissions and recommending/approving selection if appropriate;

- Approving consultant work plans and improvements;
- Establishing and monitoring performance level indicators to enhance best practice performance levels and quality;
- Coaching and mentoring subordinate staff and consultants; and
- Securing and maintaining appropriate training and resources for staff and consultants and providing career development opportunities/challenges when appropriate.

Ensures compliance with economic development related provincial and federal statutes, regulations and guidelines and municipal by-laws and policies by initiating projects dealing with business/economic development that support continuity and compliance with government legislation, regulations and by-laws and by providing expert advice with respect to a business/economic development perspective.

Develops, reviews and submits reports to Council and its Committees, department and divisional staff, other departments and external agencies, consultants and the community groups that provide an evaluation of issues and make recommendations on the most feasible course of action.

Directs and manages external/internal consultation programs for various short/long term business development related projects, designs and implements strategies to ensure continuous feedback loops and to ensure public/external stakeholder input is considered and addressed in long range/strategic planning initiatives and projects and that the best outcomes for the City are attained.

Builds and fosters interdepartmental, intergovernmental and joint public/community partnerships and initiatives that support corporate and departmental related objectives. Negotiates, manages and approves joint service/partnership agreements. Represents the City in binding negotiations.

Represents the City on various special projects with other levels of government, agencies and special interest groups.

Leads and/or participates in community and special project stakeholder project teams to develop appropriate economic development strategies, implementation requirements and continuous feedback loops. Provides professional advice to business development staff and external agencies/interest groups on various business development policy/planning matters. Represents the City at business meetings and community stakeholder meetings with respect to issues related to the functions and activities of the Section.

Acts as a media spokesperson on issues related to business development particularly as it pertains to the functions of the Section.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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.

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

QUALIFICATIONS

1. Proven knowledge in Business/Economic Development and Marketing normally acquired through the completion of a University Degree in Business Administration, Economic Geography, Urban and Regional Planning, or other related discipline or an equivalent combination of education and relevant experience.

2. Economic Development Professional Certification (Ec.D. designation) preferred.
3. Superior understanding of business development best practices, impending issues, marketing best practices and of the latest technological applications for delivery of economic development programs.
4. Highly effective leadership, facilitation, communication, interpersonal and organizational skills with the ability to lead and inspire others.
5. Demonstrated experience in effectively managing a multi-disciplinary staff in a results-oriented environment.
6. Thorough knowledge and understanding of federal, provincial and municipal statutes and regulations such as the *Municipal Act* and *Planning Act* and the appropriate administrative decision making procedures and processes as it relates to business development.
7. Extensive experience in a related business/economic development role with experience in a management position involving both financial management and project management experience. Knowledge of human resource management related procedures, collective agreements and health and safety.
8. Excellent interpersonal skills, including team building, written and verbal communications skills, with the ability to converse effectively with varying levels of staff including councillors, senior business representatives, representatives of other levels of government, senior management, peers, staff and the public.
9. Excellent presentation, public relations, negotiation and mediation skills.
10. Excellent critical thinking, evaluation and analytical skills and the ability for long-term visioning and strategic thinking.
11. Ability to work independently and in a team setting. As well as the ability to lead, train and mentor professional and technical team members.
12. Excellent organizational, time management skills and multi-tasking skills.

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

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