

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (ECONOMIC DEVELOPMENT– BUSINESS DEVELOPMENT DIVISION– LOCATION – CITY HALL)

BUSINESS DEVELOPMENT & GLOBAL HAMILTON OFFICER

SUMMARY OF DUTIES

Reporting to the Manager of Business Investment & Sector Development, the Business Investment & Global Hamilton Officer will assist in international investment attraction & trade initiatives to the City of Hamilton. This position will undertake developmental work for the attraction and retention of immigrant entrepreneurs, economic class immigrants and international students. This role will work closely with Senior Business Development Consultant that leads on foreign direct investment & trade, other Business Development Consultants, and the Hamilton Immigration Partnership Council.

GENERAL DUTIES

Works & assists on strategic and long-term planning initiatives that will attract international investment and immigration to the City of Hamilton. Liaise with other departments, municipalities and external agencies to provide accurate information to business clients and those accessing the services of Hamilton's Planning and Economic Development Department.

Supports the Sr. Business Development Consultant on foreign direct investment and trade focused initiatives:

- Support marketing initiatives of the Hamilton Foreign Trade Zone (HFTZ) designation as a competitive advantage for locating in Hamilton
- Coordinate and support programing for outward/inward trade missions and where there are identified opportunities for internationally focused companies.
- Support international investment and soft landing of entrepreneurs, and small business that may come as a result of working on the investment & trade initiatives.

Respond to information requests from international entrepreneurs, partners, and businesses 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.

A point of contact for firms and employers on items relating to Federal immigration programming/policies (Global Talent Stream, and the Dedicated Referral Partner program.

Monitor and examine market conditions, emerging immigration and policy trends, and the needs and priorities of diverse communities which may impact existing and potential business and make recommendations for action in response to same.

Provide recommendations for targeting specific business sectors & international markets based on the current environment.

Supports our post-secondary and workforce focused partners on attraction and retention programs for international students.

Prepare & deliver presentations to entrepreneurs, newcomers, ethnically diverse communities, International delegations, students and other groups as required.

Maintain record of international contacts, leads and generated international focused activities using CRM (Salesforce) system.

Identify businesses within Hamilton that have an international focus for the Hamilton Calling business retention and expansion program and other relative programs

Provide ongoing support and guidance for Global Hamilton Connect – the young professionals group.

Develop and promote a culture of continuous improvement.

Establish, maintain and liaise with a network of municipal contacts, and continually liaise with other Divisions and Departments.

Establish effective working relationships external to the organization on behalf of Economic Development Division. i.e. provincial & federal levels of government that focus on immigration as well as local community partners.

Work 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.

Perform 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 Commerce, Business, Marketing, Public Relations, 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 Entrepreneurship Development Professional (EDP) from the International Economic Development Council (IEDC)/
Certified Economic Developer (Ec.D.) from the Economic Developers Association of Canada (EDAC). Certified Economic Developer (CEcD) from the International Economic Development Council.
3. Demonstrated experience working in the economic development/business/entrepreneurship fields.
4. Excellent verbal and written English communication skills and ability to relate effectively with peers, all levels of management, business clients, council, government agencies, and the media.
5. Ability to communicate effectively with the public and government agencies. Must relate readily to the public and outside agencies, have a pleasant manner, have initiative and the ability to carry out instructions without detailed direction
6. Working knowledge of Microsoft Word, Excel, PowerPoint and database software applications.
7. Ability to work independently as part of a larger team and to manage a number of projects simultaneously and to meet deadlines.
8. Capable of working independently as well as part of an interdisciplinary team
9. Fluency in another language in addition to English will be considered an asset
10. Demonstrated understanding of immigrant experience and knowledge of local cultural and community organizational landscape an asset
11. Must possess a Class "G" Driver's License valid in the Province of Ontario and be able to maintain same.
12. Provision of a vehicle for use on the job.

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

SALARY:

Salary Grade 5

HOURS:

35 hours per week.

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