

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(ECONOMIC DEVELOPMENT DIVISION – BUSINESS DEVELOPMENT – LOCATION –
71 Main Street, 7TH FLOOR)

SENIOR BUSINESS DEVELOPMENT CONSULTANT - INVESTMENT & TRADE

SUMMARY OF DUTIES

Reporting and working directly with the Manager of Business Investment & Sector Development, the Senior Business Development Consultant is responsible for the development and implementation of the Investment/Foreign Direct Investment Strategy in order to generate new property tax assessment and employment in the City of Hamilton.

GENERAL DUTIES

Leads, Develops and implements the Investment/Foreign Direct Investment Strategy and its associated annual Work Plan

Liaises and works with key community, government, real estate & investment partners to profile and encourage new investment to generate new property tax assessment and employment in select areas of the City of Hamilton.

Supports Manager and liaises with Growth Management, Planning, Building & Transportation Planning Divisions to ensure all parties are kept apprised of key shovel ready initiatives, infrastructure, planning and development projects that may positively or negatively impact potential investment.

Increases awareness of Hamilton's brand in key international markets and targeted priority sectors that are identified in the Strategy – works with key points of contact for in-market representatives with the Provincial & Federal Governments. Leverages and supports existing Investment focused alliances for further international outreach i.e. Ontario Food Cluster, Niagara Partnership, Consider Canada Cities Alliance, Ontario Manufacturing Communities Alliance.

Provides leadership and support to Business Development Consultant team on International Investment inquiries and programs and co-ordinates response for major business development location and/or investment inquiries including site selection RFP's and RFI's

Supports the Business Development Consultants in their "Business Retention and Expansion/Aftercare Program" – Working with companies to provide further profile, facilitating introductions to key resources and expert advice on opportunities offering further investment & growth i.e. export programming

Works with government partners to develop & implement an Export focused program for local industry.

Monitors and examines market conditions and emerging trends which may affect existing and potential development and makes recommendations for action. Provides recommendations for targeting specific sectors and/or offering specific incentives based on current environment.

Collaborates with the Hamilton Immigration Partnership Council (HIPC) and provides leadership and support to the Business Development and Global Hamilton Officer in their international outreach programming that has direct influence on the divisions investment strategy: targeting immigrant entrepreneur's & international students

Coordinate and/or represents the City of Hamilton on business investment and trade focused missions as the Division's lead with delegations consisting of government representatives, regional and local municipal representatives & key invest in Hamilton Partners

Job Description #: A1746

Implements work program and must achieve agreed upon annual performance objectives and measures set by the division/department.

Manages the investment inquiry tracking system to monitor sources of leads, investment inquiries and track/report the results. Analyze information and results to make recommendations on work plan activities and target markets.

Oversees, prepares and coordinates applications for provincial and federal funding programs that influence that has a direct impact on the division's investment strategy.

Serves as departmental or City representative on various interdepartmental, regional, provincial or international boards/committees when applicable to this position.

Acts in the capacity of Manager in their absence.

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 real estate, economic development, real estate financing and downtown/community renewal and marketing normally acquired through the completion of a University Degree in Economic Geography, Commerce, Business, Economics or other related discipline or a combination of a Community College Diploma and relevant work experience.
2. Progressively responsible experience in business development and/or the community renewal/economic regeneration development field with an understanding of real estate transactions, project financing and lending protocols.
3. Analytical, statistical, and research skills.
4. Demonstrated experience in investment opportunities and reviewing financial/tax implications as well as understanding loan, grant and joint venture financing. Sound fundamental understanding of project financing, lending protocols and risk assessment.
5. Working knowledge of the Ontario Municipal Act and Planning Act.
6. Working knowledge of industrial/commercial/institutional real estate and practices. Must have knowledge of real estate values and how to assess values as part of program implementation.
7. 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.
8. Experience in effectively managing a multi-disciplinary staff and/or demonstrated leadership on a team project(s) in a results-oriented environment preferred.
9. Ability to communicate effectively with the public and government agencies.
10. Working knowledge of Microsoft Word, Excel and database software applications.
11. Ability to manage, supervise and balance a number of 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. Must possess a valid Class "G" Driver's License.

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