



Municipality of Chatham-Kent
Community Development
Economic Development Services
Manager
Economic Development Services

Job Description:

The Manager, Economic Development Services is responsible for attraction of new investment to Chatham-Kent; business retention and expansion; increasing job opportunities; land sales in CK Business Parks, assisting in sales of private buildings and industrial/commercial land and encouraging foreign investment and the enhancement of global trade opportunities; advocacy; public relations; training staff; assisting with and overseeing the implementation of the strategic direction and carrying out policies of Council. This position participates on the Manager/Supervisor Team.

Location:

EDS building, 124 Thames Street, Chatham

Group:

Manager/Supervisor

Position reports to:

Director, Economic Development

Reporting to this position:

Economic Development Officers (3)

Business Consultants (2)

About Economic Development Services:

The Economic Development Services division is responsible for service delivery in the areas of advanced manufacturing, agri-business, food processing, commercial development, and small business including business attraction, business retention and development, small business support; as well as in partnerships with Resident Attraction and Retention, Local Immigration Partnership Program, Employment and Social Services and the Chatham-Kent Workforce Planning Board.

The Community of Chatham-Kent

Situated between two beautiful, fresh water lakes, Chatham-Kent is home to a rich, colourful landscape which creates a wonderful backdrop for our unique towns and welcoming communities. You can live the dream without breaking the bank; with housing prices a fraction of those in comparative locations. For example, in 2017, an average home sold for \$822,681 in Toronto, \$330,037 in London and only \$184,658 here in Chatham-Kent. Our large geography, great climate and abundance of natural amenities ensure that there are activities for people of all ages and interests. Internationally known for our heritage and culture, and a variety of attractions and festivals that dot the calendar year long, it is little wonder that people from both near and far choose Chatham-Kent as their place to call "home". We invite you to join us, and experience firsthand what it means to be Living CK.

Core Values for the Municipality of Chatham-Kent

Respect/Equity
Trust/Honesty/Integrity
Teamwork
Communication
Safety

Essential responsibilities:

- Direct a team consisting of (3) Economic Development Officers and (2) Business Consultants.
- Oversee a \$1.1 million annual operating budget
- Maintain prospective client list/ client portfolio, in order to sell employment lands/buildings
- Pursue high-end leads, identify opportunities and prospects for sale of various industrial and commercial lands and buildings throughout Chatham-Kent and providing time sensitive follow-up
- Negotiation of acceptable terms of investment by local, regional and international firms
- Make presentations at educational institutions, businesses, and service clubs, to promote the economic development strategy

- Facilitate external meetings between clients and industry professionals
- Liaise and consult with upper-tier governments, non-governmental agencies, and community associations regarding research policy, municipal initiatives, funding and program delivery
- Oversee delivery of information to local businesses regarding services, initiatives, and programs to enhance business growth (e.g. government grants, technology transfers)
- Perform 'Acting Director' duties as required
- Establish and maintain relationships with Chief Executive Officers, Industrial/Commercial/Investment (ICI) realtors, landlords, developers, consultants and contractors in order to attract clients to the municipal business parks, downtown and adaptive re-use opportunities, and to negotiate land sales to increase assessment base and facilitate job growth
- Meet with senior level prospect decision-making generators (e.g., bankers, investors, accounting/law firms, developers, government officials) to develop new investment opportunities
- Oversee the creation and implementation of the Corporate Visitation Program, whereby division staff, stakeholders and Mayor/Council meet with high level members of the industrial/commercial business community regarding their business needs
- Negotiate land sales for Municipal owned business parks and other assets
- Take a lead role in external groups/organizations with regard to contact/investment meetings, seminars and trade shows to further promote the municipality in an economic development oriented arena
- Frequent travel involved locally, regionally and internationally as required to assist with marketing and selling Chatham-Kent's economic development objectives
- Support the development and implementation of strategic directions and departmental, divisional and unit business plans
- Consult with and maintain strong relationships with members of the public, staff at all levels, external organizations, members of Council and other departments to help achieve the goal of the team, division and organization
- Undertake special projects as assigned by Director of Economic Development Services and General Manager, Community Development
- Prospect and consult with companies on the cost benefits of locating in Chatham-Kent, both in North America and internationally
- Respond to all business inquiries, including inquiries about new or expanding business opportunities
- Attend senior client and government meetings on behalf of the Director, Economic Development Services as required

Other responsibilities:

- n/a

Essential Qualifications:

Ability to demonstrate Chatham-Kent's Core Values and Competencies through a combination of education and experience:

- University degree in a related field (preferably in business administration, planning, marketing, economics, etc.), with four to six years of related experience; or a combination of related education and experience
- Business development experience, ideally the majority of which was in a business development role for consulting firms
- Strong leadership skills with experience leading a diverse team
- Experience directing provincially mandated programs
- Demonstrated competency in championing change
- Demonstrated ethical behaviours and business practices
- Demonstrated commitment to learning and overall professional economic development
- Proven sales experience and partnership development skills
- Experience pursuing high-end leads at senior management level, identifying opportunities and prospect for the sales of various industrial/commercial lands and buildings
- Strong negotiation skills
- Politically aware and sensitive to investor and government concerns
- Strong and effective analytical and problem solving abilities
- Demonstrated competency in customer focus
- Knowledge of current community challenges and opportunities relating to the services provided
- Proven ability to build effective relationships with business leaders, prospect generators, investors, government officials as well as community partners
- Excellent time management skills required to manage the demands of multiple, overlapping timeframes and deadlines
- Ability to be flexible, versatile, and/or tolerant in changing work environment while maintaining effectiveness and efficiency

- Working knowledge of the following software programs: CRM, Microsoft Office
- Strong computer skills including Microsoft Word, Excel, PowerPoint, email and internet (or other similar software programs)
- All employees will be required to complete their Health & Safety and other on-line mandatory training on or before their first day of employment; other training (including Health & Safety policies) may also be required

Other qualifications:

- Previous client focused business development experience in project management, design, construction is considered an asset

Certifications, memberships, licenses:

- Health & Safety Competency training is required within 6 months of hire date and will be maintained through refresher training once every 4 years

Work Environment:

This position will work both indoors and outdoors.

Hours of Work:

This position will work weekday hours, with occasional evening and weekend hours.

Driver's license/vehicle requirements:

Because this position would be required to travel, a valid Province of Ontario driver's license with a reliable motor vehicle is necessary.

Occupational Safety Responsibilities:

This level of the organization includes Managers who are not in SMT (Senior Management Team) and Supervisors (reference Sections 27 of the OHS Act and Safety Policy #HS-001, "Individual Responsibilities"). The following list of responsibilities is designed to identify some of the primary responsibilities. It does not provide the exhaustive list of legislated responsibilities:

Supervisors must perform or adhere to the following:

- Performing workplace inspections (set up annual schedule); ensures that workplace inspections are conducted
- Conducting information sessions (safety talks, staff meetings); and documents process
- Participates in the accident investigation process
- Discuss safety training needs with staff, and ensures workers receive appropriate safety training
- Performing employee safety observations (set up annual schedule); correct substandard acts or behaviours, and commends workers for safety performance

Supervisors must ensure:

- The working environment is maintained in a healthy and safe condition
- Ongoing safety education is provided
- Health and safety performance of subordinates is evaluated
- First aid facilities are provided
- Personal protective equipment is provided and used
- Reporting and investigating of accidents; determine causes of accidents and initiate/recommend corrective actions
- Understanding and enforcement of safety policies and procedures
- Compliance with all applicable safety regulations and codes (building code, fire code)
- Information and instruction is provided to workers to protect their health and safety
- Workers are aware of all potential and existing work-related hazards they face
- Take every precaution reasonable in the circumstances for the protection of workers
- Identification of occupational safety concerns to superior
- That a worker works in the manner and with the protective devices, measures and procedures required by the OHS Act and regulations and that a worker uses or wears the equipment, protective devices or clothing that the worker's employer requires to be worn

For management dealing with contractors/independent operators:

Members of Management who contract for the work of a Contractor or Independent Operator hired to perform work for, or provide services to, the Municipality are accountable for ensuring that all safety requirements are met by the Contractor or Independent Operator

Essential physical and/or safety requirements:

- Walking: frequent walking on rough surface; constant walking on level surface (most client visits involve level surfaces, however, some may require walking on uneven grounds (i.e. grassed areas, parking lots and other outdoor areas); some indoor areas present uneven walking surfaces (i.e. ramps, materials on floor); trade shows and overseas travel assignments require extensive walking)
- Sitting: frequent sitting in a chair, vehicle seat (administrative duties include computer work; this could account for at least 50% of the time; an ergonomic chair is provided for office duties and a sit to stand workstation; travel time will vary and may include trips to airport, flight time and travel via taxis, trains, etc.; must be able to get in and out of vehicles)
- Standing: frequent standing inside (visits; meetings and trade shows)
- Hands: occasional gripping, pinching; frequent fine finger dexterity (movement), mousing (computer/lap top use, blackberry use, gripping for driving and handling of materials; writing can be potentially used during client visits/meetings or when lap top not in use; pinching when setting up lap top, trade show materials)
- Foot action: frequent one and two foot action (driving is a job requirement; walking is an essential duty)

Other physical and/or safety requirements:

- Bending: infrequent kneeling, crouching, squatting; occasional stopping (handling items in and out of vehicle and during travel (i.e. lap top, luggage, promotional materials, trade show items, etc.; twisting should be avoided at all times; kneeling, crouching, squatting will be seldom required, however, possibility exists during trade show set up/travel assignments and daily office activities)
- Sitting: infrequent sitting on a stool (administrative duties include computer work; this could account for at least 50% of the time; an ergonomic chair is provided for office duties and a sit to stand workstation; travel time will vary and may include trips to airport, flight time and travel via taxis, trains, etc.; must be able to get in and out of vehicles)
- Reaching: infrequent reaching above shoulder, handling; occasional reaching below shoulder, forward (promotional materials such as pop-ups must be set up and taken down which involves above shoulder activity; assembly of promotional materials (i.e. banners); daily reaching for materials and equipment and driving vehicle; opening doors; handling lap top, brief case, boxes of promotional materials, luggage as required)
- Lifting: infrequent lifting at shoulder, above shoulder, overhead, pushing at or above shoulder, pushing below shoulder, pulling at or above shoulder, pulling below shoulder, dragging; occasional lifting waist to shoulder, carrying, transferring (up to 4.55 to 22.73 kgs or 10 to 50 lbs) (required activity; trade shows will require set up which will involve lifting, pushing, pulling, dragging (i.e. tables); handling of files, binders, mail, etc.; promotional materials require carrying; lap top can be transferred via rolling case; primarily works independently when travelling to client visits; preparing materials for client visits and Trade Missions/Shows may require lifting, carrying, transferring materials, pushing, pulling; as extensive travelling is involved in this position including luggage is required)
- Standing: occasional standing outside (visits; meetings and trade shows)
- Hands: occasional gripping, pinching; frequent fine finger dexterity (movement), mousing (computer/lap top use, blackberry use, gripping for driving and handling of materials; writing can be potentially used during client visits/meetings or when lap top not in use; pinching when setting up lap top, trade show materials)
- Climbing: occasional climbing stairs (accessing office, accessing client's facilities and during travel assignments)

Compensation:

This permanent full-time position has an annual wage range of \$92,988 to \$109,643 (based on grade 11 of the 2018 non-union full-time compensation plan), plus health & dental benefits following the successful completion of a 3 month waiting period. Participation in the OMERS pension plan is mandatory. The Municipality offers a comprehensive benefit package, including long term disability and an extended health plan.

Applying:

Candidates interested in the above position are asked to **submit our Career Profile application form and a resume** to the email address below. **Please do not include** a cover letter, or copies of transcripts, licenses, certificates, etc. Please only download the application form onto a computer or laptop; it doesn't load correctly onto a phone, tablet, or iPad. You should see boxes beside yes and no that you click in to answer the question.

What we look for in the application form and resume: Detailed information in the boxes provided under each question in the career profile application form where you have answered 'yes'. Your resume should provide the same detailed information. In both documents, list under each employer the following: (1) the job titles (2) dates you were in each position (3) a summary of the job duties/ skills/experiences you gained in each position. The same information needs to be in both the career profile application form and the resume. Please be sure to check the box beside yes or no for each question asked in the career profile application form.

Attachments:

Please send attachments in a Word (.doc or .docx) or Adobe (.pdf) format only. Attachments must be attached directly to your email; we are not able to download documents from an internet site.

We encourage all to apply, including women, Aboriginal people and visible minorities.

Applications must be received before 4:30 p.m., Tuesday, December 4, 2018:

Municipality of Chatham-Kent
Attn. Jan Richards, Recruitment Officer
Corporate Services
315 King Street West
P.O. Box 640
Chatham ON N7M 5K8

Fax: 519.436.3237

Email address: Ckresume@chatham-kent.ca

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees. Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998 or ckhr@chatham-kent.ca. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. We thank all candidates in advance; however, only those candidates selected for an interview will be contacted.

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