



Municipality of the District of Chester

Employment Opportunity

Economic Development Officer

The Municipality of the District of Chester is seeking an effective and dynamic Economic Development Officer who will be crucial in assisting the Municipality achieve its strategic goals.

Located along the beautiful South Shore of Nova Scotia, forty minutes from Halifax, the Municipality of the District of Chester contains some of Canada's most picturesque communities. It is a unique rural community covering approximately 298,000 acres, with over 128 kilometres of island studded coastline and approximately 11,000 year-round inhabitants and a large number of seasonal residents.

The Economic Development Officer is accountable to the Director of Community Development for implementing the actions associated with Council's Municipal Economic Development Strategy and strategic priorities. The individual will strive to ensure that the Municipality of the District of Chester (MODC) is best positioned to take advantage of strategic economic development opportunities for the Municipality. The individual will also develop and maintain strong collaborative relationships with the local business community and key stakeholder groups.

The ideal candidate will hold a degree or diploma from a post-secondary institution in Business Administration, Economic Development or a similar field and a minimum of 3 years' experience in a similar position. You will have proven leadership abilities, a knowledge and awareness of community and economic development principles, experience with business attraction, retention and expansion programs, and an understanding of marketing and promotions. You will be an effective communicator, and possess a high level of sound and independent judgement. If you are ready to share your ability to process problems into a solution or new opportunities, and seek "out of the box" entrepreneurial solutions to resolve complex problems, we would love to hear from you.

Qualified interested individuals are required to obtain a complete job description by contacting the undersigned or visiting the website at www.chester.ca.

The competition will remain open until successfully filled. Please submit resume along with three professional references to the undersigned:

Pamela Myra, Municipal Clerk
Municipality of the District of Chester
151 King Street
P.O. Box 369
Chester NS B0J 1J0
employment@chester.ca
902-275-4771 Fax

Although we thank all applicants, only those selected for an interview will be contacted.



Municipality of the District of Chester

Position Description

Position Title:	Economic Development Officer
Salary Band:	Director 2/Senior Contributor
Reports to:	Director of Community Development
Status:	Regular Full Time
Location:	Municipal Complex (186 Central Street and 151 King Street), subject to change
Hours:	Normally 8:30 a.m. to 4:30 p.m. subject to change.
Updated:	March 2017

SCOPE

The Economic Development Officer is accountable to the Director of Community Development for implementing the actions associated with Council's Municipal Economic Development Strategy and strategic priorities. The individual will strive to ensure that the Municipality of the District of Chester (MODC) is best positioned to take advantage of strategic economic development opportunities for the Municipality. The individual will also develop and maintain strong collaborative relationships with the local business community and key stakeholder groups.

OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION

1. The Municipality of the District of Chester is committed to workplace safety and all employees are expected to actively participate in the Municipality's Occupational Health and Safety Policy and Program and Occupational Health and Safety Legislation as well as Regulations of the Province of Nova Scotia.
2. The Municipality of the District of Chester complies with the Employment Legislation of Nova Scotia and all employees are also expected to act in accordance to the appropriate Legislation as well.

QUALIFICATIONS

Education and Experience

- Completion of a degree, diploma or equivalent from a post-secondary institution in Business/Public Administration, Economic Development, or similar field of study;

- Minimum of 3-5 years' experience in a similar position;
- Or an acceptable combination of education and experience.

Skills/Knowledge/Competencies

- Knowledge and awareness of community and economic development principles and strategies to help identify and assess the area's priority needs and develop and implement strategies;
- Understanding of marketing, real estate processes, business attraction, clusters, strategic alliance;
- Proven leadership abilities to perform as a team player and build effective relationships with business leaders, investors, government officials as well as community partners;
- Grant writing skills;
- Ability to work with limited supervision, high level of sound and independent judgment, reasoning and discretion;
- Ability to provide high quality strategic advice on a range of focus areas related to business development, both on broad issues and in cases where specific knowledge of issues and/or sectors;
- Ability to keep up to date on knowledge of legislative, regulatory, and by-law framework the municipality works within;
- Outstanding interpersonal skills including:
 - Exceptional communication skills (listening, written and oral);
 - Adept at human relations and negotiating;
 - Experience in public relations;
 - Ability to work effectively with a variety of people;
 - Ability to effectively deal with conflict and difficult situations;
- Strong analytical and decision making skills, including ability to make decisions relative to urgency and importance;
- General knowledge and understanding of computers including a variety of computer applications;
- Ability to process problems into a solution or new opportunities, seek "out of the box" entrepreneurial solutions to resolve complex problems.

Other Requirements

- Possess a valid class 5 Nova Scotia Driver's License with no restrictions.

SUMMARY OF FUNCTION

The following is a general outline of the duties and responsibilities of the Economic Development Officer. The list is not intended to be all-inclusive or to limit the Director of Community Development to assign other duties as may be required.

Business Development

1. Execute MODC's economic development strategy, in collaboration with other municipal units and business development organizations which encourages business development and growth throughout the municipality;
2. Research potential funding sources, and prepare grant applications for MODC initiatives;
3. Establish and implement a comprehensive Business Retention and Expansion program for the Municipality. This program should complement the efforts of the REN;
4. Maintain a database of business prospects, available land and available building space;
5. Proactively maintain relevant information and statistics required to respond to investment and economic development inquiries;
6. Provide leadership or actively participate as necessary, on any economic or business development priorities and initiatives established by Council, the CAO or the Director of Community Development as required.
7. Establish and document a municipal protocol for the handling of all investment and business development inquiries;
8. Develop an investment readiness and attraction program/strategy.
9. Work collaboratively with the South Shore Regional Enterprise Network and partners on the implementation of the regional Economic Development Strategy.

Promotions/Communications

1. Use all avenues of media to promote MODC as a place to live, invest, visit and work;
2. Develop and execute a coordinated marketing and branding strategy designed to attract investors, businesses, and/or new residents;
3. Develop program for branding, promotion and development of the Kaizer Meadow Eco-Park, including active leadership on energy-related initiatives on the landfill site;
4. Promote local opportunities for business development and investment for both traditional and emerging industrial sectors;

Public Relations

1. Develop and maintain positive relationships and/or partnerships between other Municipalities, government agencies, and outside tourism and business development organizations;
2. Develop and maintain ongoing relationships with the local business community and related community stakeholders to effectively understand the climate and needs for local economic development opportunities and challenges.

Community Development/Tourism

1. Conduct tourism development research and analysis to identify viable development opportunities for MODC;
2. Liaise with Tourism Nova Scotia, regional tourism organizations and surrounding municipalities on tourism initiatives.

3. Work closely with the Senior Planner, Director of Community Development, CAO and Council on the review of the MPS and LUB. Through the Director of Community Development and CAO, make recommendations to Council to assist in informing this process from an economic development perspective.
4. Work collaboratively with the South Shore Regional Enterprise Network and partners on the coordination and implementation of the regional Tourism Strategy.

ACCOUNTABILITIES

- The Economic Development Officer will lead economic development initiatives for the Municipality and, as such, shall ensure effective communication Senior Management, staff, and Council, to ensure coordinated outcomes are achieved.
- Maintain a basic knowledge of relevant municipal by-laws and policies.
- Daily use of a computer to communicate with staff and external clients, develop correspondence and reports.
- Maintain clear and accurate digital and paper records.
- Required to exercise discretion when dealing with confidential information.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for MODC's business development outcomes.
- Provide regular updates to the CAO and Council, through the Director of Community Development, on Economic Development initiatives, including an annual report card that reports on pre-determined key performance indicators;

CONTACTS

1. Members of Council and Staff
2. Regional Economic Network
3. Local Businesses Community Stakeholders
4. Provincial departments and agencies
5. Atlantic Canada Opportunities Agency
6. General Public