

Job Posting #: 38
Job Title: Growth & Business Liaison
Department: Economic Development Services
Reports To: Director of Economic Development
Directly Supervises: n/a
Status: Full Time Permanent
Hours per Week: 35
Salary: Grade 10 - \$72,876.78 to \$88,575.39
Application Due Date: Posted until filled

Position Summary

Responsible for the management and representation of the department and ensure strategic and operational alignment with the Municipality's strategic plan.

Assume responsibility of corporate wide initiatives and projects as assigned from time to time and share in the corporate oversight of the planning and implementation of cross-departmental projects and issues.

In consultation with Committee members, prepare an annual business plan setting out priorities for strategies, goals, projects and activities. Motivate community projects that are likely to provide economic returns.

Assist Council, other members of the Management team, and the Chief Administrative Officer in the oversight of the corporate strategic direction, decision making and planning, providing managerial experience and departmental and technical/operational insights and perspectives.

Role Specific Duties and Responsibilities

Responsibilities:

1. Use well-developed technical, operational and leadership skills to provide input on departmental/corporate strategic initiatives and lead and/or participate in project teams.
2. Champion the corporate mission and values within the department and across the Corporation as a whole.
3. Assess staffing needs and recommend changes to complement and/or major organization design changes; participate in the recruitment and selection process and/or review hiring recommendations, and authorize.
4. Ensure long-term planning, budgeting, and operations are aligned with the Council's vision. Functions include supervising the preparation and analysis of technical studies and proposals, staff reports, and agreement development related to Municipal planning initiatives.
5. In consultation with Committee members, prepare an annual business plan setting out priorities for strategies, goals, projects and activities. Motivate community projects that are likely to provide economic returns.

6. Ensure effective and efficient day-to-day operations and functions of all department-related programs.
7. Develop and/or review, revise as necessary, and standardize departmental policies and procedures, service levels and standards.
8. Prepare, review, recommend and implement annual capital and operating budgets, and forecasts and potential funding sources; monitor and administer approved departmental budgets and report on the same, and authorize payments of accounts.
9. Oversee legal contracts and negotiate the terms and conditions of planning related matters, including financial matters, and present same to Council for approval and implementation and act as the Municipality's lead on all matters referred to the Ontario Municipal Board.
10. Liaise with appropriate government ministries and departments and other economic development agencies to seek financial assistance to fulfill common goals and to stay abreast with the latest state and trends of policies, funding programs and all of the present business sectors.
11. Supports outside legal counsel on Municipal related litigation and prosecution services regarding the department.
12. Liaise with other departments/levels of government, utilities, contractors, developers, ratepayer's groups, on matters relating to planning functions.
13. Participate and lead projects by preparing reports for Council approval.
14. Attend and participate at Committee and Council meetings, as required.
15. Member of the Emergency Management Control Group, as outlined in the Municipality's Emergency Plan;
16. Promotes a high standard of customer service and a collaborative approach with the public as well as to all internal customers.
17. Champion a culture of customer service within the Municipality.
18. Keep up to date on emerging issues and potential new initiatives
19. Ensure appropriate mechanisms are in place to facilitate community input and public engagement.
20. Develop and maintain strong collaborative relationships with the neighboring municipalities, local business community, service clubs, and key stakeholder groups.
21. Participate and be actively involved in the community and municipal events, while maintaining appropriate boundaries to ensure equal treatment of all stakeholders.

22. Develop and maintain effective relationships based on respect, trust and integrity with the community, community leaders, other levels of government and the media.
23. Champion accessibility, diversity, equity, and inclusion initiatives in the Municipality.
24. Act as liaison with senior level Provincial and Federal Government staff

General Duties and Accountabilities (All Municipal Roles)

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

Education, Skills and Experience

1. A University Degree in Economics, Business Administration, Commerce, or related.
2. Experience in the private sector is considered an asset.
3. Strong communication and collaboration skills developed through extensive involvement with local citizen groups, public agencies, special interest groups and the development and building industries.
4. Requires a minimum of five years of relevant work experience with at least 1 years' experience in management.
5. General knowledge of public policy, practices and current issues affecting local government with an understanding of accountability frameworks.
6. Demonstrated experience and knowledge in managing clients and customers and leading cross-functional teams.
7. Possess a valid Class "G" Driver's License in good standing.

8. Proven success in handling matters of a confidential or politically sensitive nature; and to maintain confidentiality.
9. Demonstrated ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values

Physical Demands and Working Conditions

- Physical demand requires computer work concentration and sitting. Working conditions are in a standard office environment with exposure to public criticism. Some walking and climbing at construction site inspections.
- Normal hours of work are 35 hours per week, Monday to Friday. Available to attend evening and/or weekend meetings and other events, as required.
- Hybrid work environment includes working from anywhere in Ontario.
- Travel is required to meet with potential developers.

Contacts and Interactions

- Communicates regularly with municipal staff, council, third party contractors, consultants, government agencies, regulatory bodies, stakeholders, and members of the public. Liaison with regulatory officials/agencies related to the Economic Development at the federal, provincial and municipal levels.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume directly to the Municipality quoting Job #38:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.