

**Our team is highly skilled, passionate about our community, and we care. Let's grow together.**

## **Economic Development Officer (Temporary for approximately 12 months)**

### **Who We Are**

In Whitby, we are dedicated to our work, our community, and each other. We work hard, we have fun, and we celebrate our successes.

The Town of Whitby is a community in transformation that is located in the heart of Durham Region in the eastern Greater Toronto Area. Whitby is the second-largest municipality in the region and one of the fastest-growing communities in Canada. Located on Lake Ontario and only an hour east of Toronto, the population of Whitby is expected to grow from 140,000 to more than 200,000 by 2031. Whitby's Official Plan has been updated to establish new directions for Whitby's planned growth and development; the protection of our natural and built environments; urban design intensification; sustainability; community improvement; and, new employment within this time frame.

The Town of Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with an award-winning marina, year round sports and recreation activities, parks, trails, and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day.

Whitby has an exciting and aspiring future, with a community that is welcoming, growing and transforming. On our team, you can expect to make a difference through your work and have a direct impact on shaping our growing community. Creating an inclusive environment where employees experience job satisfaction and have rewarding careers is important to us. We live our values and foster a culture of collaboration, accountability, respect and engagement where people enjoy coming to work.

The Town of Whitby is a hybrid organization. This means staff are empowered to do their best work from various locations, as appropriate for the position.

We want to be the preferred employer for the most talented people who care about the Town of Whitby, and are excited and proud to serve our vibrant community.

Let's grow together.

## What You Will Get To Do

The successful candidate will have a positive impact on our corporate culture by demonstrating the Town's CARE core values (Collaborative, Accountable, Respectful, Engaged) through daily interactions with individuals at all levels of the organization, external contacts and elected officials.

By effectively building positive rapport and relationships both internally and externally, the successful candidate will help us achieve our mission that together we deliver services that make a difference in our community.

Reporting to the Senior Manager, Economic Development, the Economic Development Officer works as part of an award winning and high-energy team to support the growth of the local economy. In this role, you'll be leading projects and working with internal and external stakeholders in support of our new 2022-2026 Economic Development Strategy. Examples of existing projects include administering the Business Retention and Expansion program, responding to and tracking investment inquiries, and supporting key economic sectors by launching regular meetups.

Duties include, but are not limited to:

- Develop, implement, monitor and update Whitby's Economic Development Strategy. Represent and advocate this strategy to internal and external clients on behalf of the corporation.
- Provide enhanced customer service support and advisory services with existing and new business clients in Whitby. Act as a liaison between these businesses and other municipal corporate departments on matters that affect business development. Support clients throughout the development process ensuring matters are addressed in a timely manner and advocate for business partners through any municipal processes.
- Contribute to development of major land use policy, development charge studies and community planning projects that impact economic development opportunities in Whitby. Advocate for provincial legislation and policies to support local economic development.
- Develop and maintain effective business community relationships in Whitby and engage regularly to share and provide information related to government support programs and/or available business development opportunities.
- Develop presentation materials on economic development matters and present to numerous stakeholder groups.
- Develop content for marketing materials including the Whitby website and other media communications (e.g. Email marketing, social media).

- Develop business cases and investment packages for external investors and serve as the primary point of contact for investment inquiries. Engage with and influence business investors who are considering Whitby as an investment location.
- Develop and maintain effective real estate relationships consisting of realtors and developers that contribute to Whitby's prosperity. Coordinate and troubleshoot real estate projects that can provide a positive economic impact for the community.
- Prepare information and recommendation memorandums and reports for Management, Senior Leadership Team and Council.
- Represent Whitby's Economic Development team on external committees. Maintain working relationships with economic development stakeholders such as the Durham Region Economic Development Partnership and Durham Entrepreneurship Ecosystem Forum.
- Participate and contribute to the success of Community Advancements and other duties as assigned.

## Who You Are

Our Strategic Initiatives team is looking for a passionate, organized, solutions-driven team player that takes initiative and thrives on a high performing team. You are self-motivated, self-starting and utilize a proactive and structured approach to your work.

A high volume of work does not intimidate you. You are very organized, have strong work ethic, time management and prioritization skills, and good attention to detail. You demonstrate tact, diplomacy and sound discretion when working with a broad range of partners and highly sensitive situations. You have a demonstrated ability to work successfully with different people at varying levels of an organization.

To you, being at work is a mindset and not a location. You can switch seamlessly across modes of work and cultural norms of working in different environments. You know you best, including the tasks you do better when working virtually versus on-site. You believe that the cornerstone of successful working relationships is trust and understand how this positively impacts productivity and performance. You have a high degree of accountability, readily adapt to disruption, like to learn to skills, and explore new ways to connect and collaborate in the digital world.

## What You Bring To Our Team

- Minimum three (3) years of experience in economic development, preferably in a municipal environment, or four (4) years experience in a business environment that aligns with economic development initiatives.

- Economic Development Certification (Ec.D.) required.
- Effective organizational, communication, presentation and facilitation skills,
- In-depth understanding and knowledge of:
  - the development approval process,
  - the industrial, commercial and institutional (ICI) real estate market, as well as supply and demand of these markets,
  - economic strategy, business planning and scaling, importing, exporting and government policies/ programs/ services,
  - planning policies (provincial, regional and municipal) and community planning projects,
  - best practices in the industry and among other municipalities.
- Intermediate to expert knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat,
- A Class G Driver's License and acceptable abstract,
- Knowledge of Adobe Creative Suite is an asset.

## What We Offer You

- Salary: \$75,463 - \$88,778 per annum (Band H)
- A hybrid work environment and flexible work arrangements where employees are empowered to do their best work in the way that works for them. This is designated as a designated as a Remote Hybrid role. Remote Hybrid recognizes that up to 60% of job functions associated with the role can be done virtually, from a remote office. Further details on these programs will be discussed through the selection process.

## We are an Equal Opportunity Employer

At the Town of Whitby, our values guide everything that we do. We celebrate our differences, which is why we are committed to building an inclusive and barrier-free environment for our team. If you need a specific accommodation during the recruitment process, please let us know, and we will be happy to provide. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.

# Town of Whitby Employment Opportunity



For your safety and the safety of others, you will be required to demonstrate in writing, from an Ontario Ministry of Health authorized site, that you are fully vaccinated for COVID-19 as of your hire date.

Vaccination requirements are subject to bona fide medical and/or human rights exemptions. Any request for an exemption will be reviewed on a case-by-case basis, as per our COVID-19 Vaccine Policy, and would be subject to the Town's accommodation process.

**Posting Date:** Thursday, February 23, 2023

**Work Location:** Whitby, ON

**Union Affiliation:** No Affiliation

**Hours:** Monday to Friday, 8:30 am – 4:30 pm (35 hours per week).

**Application Deadline:** Sunday, March 12, 2023

**Application Instructions (External):** To be considered for this exciting opportunity, please apply through the Town of Whitby website; [Current Opportunities](#).

**Please quote reference number: 23-TM002-276.**