



JOIN OUR TEAM

Senior Economic Development Officer



If you're embarking on a new career or looking for a change of scenery, the Municipality of Chester is waiting for you!

The perfect blend of work and casual living, the Municipality is an easy 40-minute commute to downtown Halifax - leisure with business, rural with convenience. Enjoy the feel of close-knit, safe, community living within proximity to major centers, healthcare, schools, green spaces, childcare, and amenities such as shops, restaurants, trails, cultural venues, community centres, and much more.

What we are looking for

A person who is excited about the prospect of working in municipal government, the order of government closest to the people and who is passionate about the economic development of our municipality and the region.

Duties and responsibilities

The Senior Economic Development Officer is accountable to the Deputy CAO 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.

Fine print

A complete job description is available online at www.chester.ca or by contacting our Director of Human Resources (contact information below).

This competition will remain open until successfully filled.

Please send your resume along with three professional references and contact information, in confidence, using one of the following options:

- email: employment@chester.ca
- fax: 902-275-4771
- mail:
Pamela Myra, Director of Human Resources
151 King Street
PO Box 369
Chester, NS B0J 1J0

While we thank you for your interest, only those candidates selected for interview will be contacted.

Our commitment to fair treatment

The Municipality of Chester is committed to treating people fairly, with respect and dignity, and to offering equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment because of age, race, colour, religion, creed, ethnicity, national or aboriginal origin, sex (including pregnancy and pay equity), sexual orientation, physical disability, mental disability, family status, gender identity, gender expression, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code.

The Municipality of Chester is committed to the principles of the Accessibility Act. As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact employment@chester.ca.



Municipality of the District of Chester

Position Description

Position Title:	Senior Economic Development Officer
Salary Band:	Level 7
Department:	Corporate and Strategic Management
Reports to:	Deputy CAO
Status:	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. with other hours for meetings outside of normal office hours, subject to change.
Updated:	October, 2023

SCOPE

The Senior Economic Development Officer is accountable to the Deputy CAO 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.

- Economic Development Certification from Economic Development Association of Canada (EcD) designation considered an asset.
- Proven experience in economic development with 6+ years of experience in economic development / marketing / business / or related.
- Or an acceptable combination of education and experience.
- Experience developing actionable strategies and plans.
- Experience in project management.
- Experience using Customer Relationship Management database (Hubspot) considered an asset.
- Experience using Adobe Creative Suite considered an asset.

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.
- Proven marketing and communication skills.
- 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.
- Strong organizational skills to prioritize multiple projects simultaneously and meet competing deadlines.
- Ability to interact well with, and respond to inquiries from all levels including Council, Developers, Realtors, Businesses and Residents.

- Must have excellent verbal, written, and visual communication skills; ability to make oral presentations; ability to develop and use graphic aids.
- 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 Senior Economic Development Officer. The list is not intended to be all-inclusive or to limit the Deputy CAO to assign other duties as may be required.

Business Development (30%)

1. Execute MODC’s economic development priorities, in collaboration with other municipal units and business development organizations which encourages business development and growth throughout the municipality.
2. Provide advice to Council, Senior Management, and other departments on economic development opportunities, business retention and attraction, and matters related to the business/economic growth and development in the municipality.
3. Research potential funding sources and prepare grant applications for MODC initiatives.
4. Identify and develop new and existing opportunities for retaining and attracting businesses to the area.
5. Lead Business Retention and Expansion program activities for the Municipality.
6. Maintain a database of business prospects, available land, and available building space.
7. Proactively maintain relevant information and statistics required to respond to investment and economic development inquiries.
8. Maintain current and timely knowledge of business trends, regulatory developments, and relevant government legislation, procedures, and policies.

Special Projects (10%)

1. Provide leadership or actively participate as necessary, on any economic or business development priorities and initiatives established by Council, the CAO or Deputy CAO as required.
2. Work collaboratively with partners and stakeholders on special projects and initiatives.

Promotions/Communications (15%)

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 Industrial 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.

Investment Attraction & Real Estate Management (20%)

1. Lead investment attraction initiatives including management of website, marketing plan and marketing material.
2. Identify growth opportunities within the Municipality that will stimulate private sector investment and service expansion.
3. Oversee the development and implementation of a municipal protocol for the handling of all investment and business development inquiries and manage real estate transactions. Lead the development and execution of a Marketing and Investment attraction plan for Business & Industrial Park development, including Kaizer Meadow Industrial Park.
4. Manage the evaluation and monitoring of planned disposition of land owned by the Municipality. Maintain an inventory of municipal land.

Public Relations & Partnership Development (15%)

1. Establish, foster, 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.
3. Work directly with local businesses to facilitate access to municipal processes and referrals to other economic development support agencies.

Community Development/Tourism (10%)

1. Provide leadership and oversight of Tourism activities and staff.
2. Conduct tourism development research and analysis to identify viable development opportunities for MODC.
3. Liaise with Tourism Nova Scotia, regional tourism organizations and surrounding municipalities on tourism initiatives.
4. Work collaboratively with regional and provincial partners.

ACCOUNTABILITIES

- The Senior Economic Development Officer will lead economic development initiatives for the Municipality and, as such, shall ensure effective communication with Senior Management, staff, and Council, to ensure coordinated outcomes are achieved.

- Accountable for developing, implementing and monitoring the economic development division budget.
- Oversee management of staff in the performance of their duties. Direct staff responsibility for the Community Economic Development Officer.
- 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 Deputy CAO, CAO and Council on Economic Development initiatives.

CONTACTS

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