**THE CITY OF WATERLOO IS HIRING**

Come work with us!  ****

**Senior Economic Development Officer**

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| **Competition Number:** 13109 | **Primary Work Location:** Waterloo City Hall |
| **Posting Status:** Internal / External Job Posting | **Salary Range:**$89,376.00 -$111,723.00(Band: E)  **Effective September 1, 2024:** $ 92,784-$115,978 (Band: E) |
| **Number of Positions:** 1 | **Employment Group:**  Staff Association |
| **Job Status:** Regular, Full Time | **Posting Release Date:** July 18, 2024 |
| **Hours of Work:**  35 hours / week | **Posting Closing Date:** August 9, 2024 |
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**Why work with us:**

The City of Waterloo is a rewarding place to work. Each day, you will support and/or participate in the delivery of services that impact residents of this city, making it a great place to live, work and play for everyone.

Home to two world-class universities, a top-ranked college, a tech ecosystem, entrepreneurs and small businesses, there is a readiness to do things differently in Waterloo. Our vision is to be a leader in sustainability and to build a future-ready community for all. We are committed to workplace wellbeing and providing an inclusive, safe and enjoyable work environment.

For more information about the City of Waterloo’s **Strategic Plan, Vision, Values and Guiding Principles,** please click here: [**City of Waterloo 2023-2026 Strategic Plan**](https://www.waterloo.ca/en/government/strategic-plan.aspx).

**What we offer:**

* Supportive and caring organization that promotes respect, inclusivity, health, safety and wellness;
* Dedication to the organization’s commitment to Reconciliation, Equity, Accessibility, Diversity and Inclusion through ongoing training and access to related programs and workshops, opportunities to connect with others around topics of social justice and equity, and opportunities to be involved with the initiatives that guide this corporate journey;
* Certification as a Living Wage Champion;
* Fulsome employer-paid benefits package (extended health and dental care), including paid sick days, long-term disability, life insurance and an Employee and Family Assistance Program;
* Defined Benefit Pension Plan (OMERS) eligibility for all employees;
* Flexible work schedules, paid vacation and personal days, and the opportunity to bank overtime\*;
* Substantial internal and external training and development opportunities;
* Opportunities to get involved and give back to the community;
* Employee-wide events, activities, site visits, BBQs, etc.;
* Complimentary FitPass for City of Waterloo employees and family members for leisure, swim, and fitness drop-in programs; and,
* So much more!

**What you will do:**

Reporting to Manager of Business Development in the Economic Development Division, your primary responsibilities will include, but are not limited to, the following:

* Lead economic development projects from conception to completion aimed at retaining existing businesses, attracting new investments and creating opportunities for economic growth and diversification
* Foster relationships and collaborate with government officials and agencies, industry, educational institutions and private sector to increase investment and support local business prosperity
* Manage the acquisition, development and sale of city-owned employment lands
* Develop initiatives and strategies to support business expansion and retention in the city
* Conduct economic and demographic research, analyze market trends, competitive positioning and impact assessments to inform policy decisions
* Represent the division/City at regional/provincial economic development initiatives including networking events, committees, meetings, conferences and forums
* Develop marketing and promotional materials to attract businesses and investors including managing external communications
* Provide expert advice to city council, senior management, staff and other stakeholders on economic policies and programs
* Promote the city as a location of choice to senior business executives, incoming delegations and other investment representatives
* Maintain an up to date profile on the City of Waterloo, including economic statistics and indicators, local businesses, services and assets
* Execute key priorities and monitor economic development strategies and action plans

**What you will bring:**

* University degree in Business Administration, Economic Development, Economics, Urban Planning or related field with a minimum of five (5) years of economic and/or business development experience; equivalent combinations of experience and education may be considered
* Ec.D. Certification from Economic Developers Association would be considered an asset
* Demonstrated understanding, knowledge and skills in managing land development projects and real estate sales and acquisitions
* Proven track record in project management, strategic planning, business development and marketing
* Strategic thinker with strong negotiation, analytical and problem solving skills
* Able to successfully negotiate and liaise with community partners,  agencies, developers, consultants, and the community using strong communication, interpersonal, customer service and leadership skills
* Ability to excel in a high volume, fast paced environment
* Proven ability to prioritize, organize, coordinate and manage a variety of projects simultaneously while being adaptable to deadlines, time constraints and changing priorities
* Excellent written and verbal communication skills including preparing and delivering presentations and reports to Council, public and business community
* Demonstrated ability to make decisions, formulate recommendations and exercise discretion, tact and sensitivity
* Strong computer skills and working knowledge of MS Office
* A passion for promoting and maintaining a healthy and safe workplace and the ability to work respectfully and effectively in a team environment
* Strong commitment to delivering quality customer service
* Demonstrated commitment to Reconciliation, Equity, Accessibility, Diversity and Inclusion

**What we will require:**

* A Police Criminal Record and Judicial Matters Check satisfactory to the City
* Proof of your current and valid certificate(s), licenses and/or educational qualification, if applicable

**Be You @ Waterloo (Our Commitment to Diversity, Equity, Inclusion and Belonging):**

The City of Waterloo acknowledges that our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples, and is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.  The City is dedicated to advancing the organization’s commitment to Reconciliation, Equity, Accessibility, Diversity and Inclusion and to reducing barriers to employment opportunities. Applications from members of historically underrepresented groups, including Black, Indigenous, racialized communities, women, persons with disabilities and members of 2SLGBTQIA+ are encouraged for positions at all levels within the organization. Candidates from historically underrepresented groups are encouraged to self-identify in their application.

Accommodations are available throughout all stages of the recruitment process in accordance with the Human Rights Code and other applicable legislation. We encourage applicants to access support(s) that may be needed. To request accommodation during the application process, please email recruitment@waterloo.ca, quoting the position and competition number. Applicants advancing to the next stages of the recruitment process will be provided with additional opportunities to make their needs known.