

**ATIKAMEKSHENG ANISHNAWBEK**  
**INTERNAL AND EXTERNAL JOB POSTING - OPEN**

<b>File Number:</b>	<b>WLFN 2017-08</b>
<b>Job Title:</b>	<b>Business Park Manager</b>
<b>Regular or Contract:</b>	<b>Contract (2 Years)</b>
<b>Department:</b>	Planning and Infrastructure
<b>Reports to:</b>	Director of Planning and Infrastructure

**A. PURPOSE AND SCOPE**

The Business Park Manager will be responsible for planning, developing, coordinating and implementing the Business Park, as well as the Business Park Development Corporation. Working time will be divided between the office and meeting with prospective tenants and economic development partners in an effort to promote and market the park for projects and development.

The Business Park Manager will champion the development of the 18 Lot Business Park and will ensure that the leadership and community members support the project through its development. The position will work closely with the Business Park Steering Committee, Project Management Service Provider, and additional resource staff within the organization. The Business Park Manager will be responsible for continuously developing and maintaining a network of potential tenants and must ensure that the project's initiatives and opportunities are communicated to key stakeholders and potential tenants.

Business Park Manager will report to the Director of Planning and Infrastructure during the incubation phase. Once the Business Park Development Corporation has been established the Business Park Manager will report to the Board of Directors of the Business Park Development Corporation.

**B. QUALIFICATIONS**

**Mandatory Requirements**

The Business Park Manager:

- Bachelor degree in Economics, Planning, Business Administration or related field.
- Minimum of three (3) years' experience in Business Park administration or equivalent.

**Additional Requirements**

The Business Park Manager shall be knowledgeable and possess skills or prior work experience in the following areas:

- Knowledge of computer software applications such as Microsoft Office
- Demonstrated project management skills
- Skilled in managing time, setting priorities, planning and organizing work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable

- Clear verbal and written communication skills
- Experience in writing of reports, applying for funding and reporting to stakeholders
- Experience working with multi-level governments, local business and service providers
- Excellent negotiation and conflict management skills
- Ability to develop measurable goals and objectives
- Ability to evaluate projects and programs towards achievement
- Ability to plan, direct, organize and supervise the work of subordinates
- Ability to prepare budget and forecast expenditures as well as experience in overseeing funding agreements
- Ability to develop and maintain positive working relationships with tenants and community members is essential to this role
- Knowledge of planning principles, zoning, building and construction standards, methods and related codes
- Knowledge of policy issues, management principles and practices relating to First Nations would be an asset
- Knowledge of the First Nation Lands Management Code would be an asset

### **C. DUTIES**

The Business Park Manager shall, in every aspect of their position:

- Promote the Atikameksheng Anishnawbek Vision and Community Value Statements
- Maintain the level of professionalism expected by the Atikameksheng Anishnawbek as outlined through the Policy and Procedure manuals
- Uphold the ethics of their position and the Business Park Steering Committee

In addition, the Business Park Manager is to complete the following duties:

#### **Plan/Project Management**

- Oversee Project Management Service Provider during construction and establishment of the Business Park
- Plan development projects and co-ordinate activities with representatives of a wide variety of industrial and commercial enterprises, community and business associations and government agencies for the development and implementation of the Business Park project goals and objectives
- Ensure that project activities are consistent with the Business Park project objectives and that objectives can be met with available resources
- Ensure the project meets targets, budgets and time-lines, with appropriate reporting and evaluation
- Develop, complete and finalize all project deliverables according to the timeline

#### **Marketing and Communications**

- Develops and implements marketing plan for the Business Park
- Coordinates marketing and communications strategies and annual report
- Plans and oversees the execution of Business Park events and will be responsible for upholding the Business Park brand and image

- Design market research questionnaires
- Conduct social or economic surveys on local, regional or national areas to assess development potential and future trends
- Respond to enquiries from members of the business community and general public concerning development opportunities
- Review and evaluate commercial or industrial development proposals and provide advice on procedures and requirements for approval
- Conduct surveys and analyze data on the buying habits and preferences of wholesale or retail consumers
- Evaluate customer service and store environments
- Conduct comparative research on marketing strategies for industrial and commercial products
- Develop social and economic profiles of urban and rural areas to encourage industrial and commercial investment and development.
- Prepare reports, research papers, educational texts or articles
- Plan and develop E-commerce strategies
- Provide consultation on planning and starting of new businesses as it relates to the Business Park

### **Collaboration**

- Work closely with key stakeholders, including local service providers, community organizations, public sector, local businesses
- Creating and enhancing partnerships and relationships
- Accepting guidance and feedback from the Business Park Steering Committee, from public and government partners, sharing information effectively and reciprocally to ensure accountability and achievement of goals
- Will attend all Business Park Steering Committee meetings and will provide a report of activities
- Initiate and implement a marketing plan for the Business Park

### **Monitor and Manage**

- Ensuring progress towards the development and early implementation of the project
- Collecting and sharing community data that will guide and measure the effectiveness of the project
- Develop project methodologies and an evaluation plan
- Assess business opportunities and develop strategies to attract venture capital and ongoing evaluation to ensure achievement of outcomes and result measurements and to examine impact over time

### **Finance and Administration**

- Develop and track annual operating budget to ensure compliance with financial policies and procedures
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenses to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time

- Submits regular and special reports to Director of Planning and Infrastructure concerning key issues as related to the Business Park development and the creation of the Business Park Development Corporation
- Organize and coordinate the consultations and meetings relating to lot development
- Conduct research and analyses of pertinent information, discussion and data generating from the above mentioned consultations/forums
- Ensure timely preparation of information and other written documents/material as required for implementation of project activities
- Ensure and maintain effective and on-going communication with individuals and groups involved directly or indirectly in the project
- Engage in other project-related tasks

**Application Deadline is: August 18, 2017 by 4:00 p.m.**

**SALARY:** To commence with the Atikameksheng Anishnawbek salary and job classification scale.

On behalf of Chief and Council, please submit your covering letter, resume and three current letters of reference to either: (1) fax 705-692-5010 (2) email: [employment@wlfm.com](mailto:employment@wlfm.com) (3) in person or (4) by regular mail to:

Arvind Sharma, Director of Planning and Infrastructure  
Atikameksheng Anishnawbek  
25 Reserve Road  
Naughton, ON P0M 2M0

For more information, or a complete job description please contact Planning and Infrastructure Administrative Assistant at 705-692-3651. **Preference will be given to members of Atikameksheng Anishnawbek.**

Thank you to all who apply, however, only those selected for an interview will be contacted.