

ECONOMIC DEVELOPMENT CONSULTANT 1

GENERAL

This is the training and junior working level in the Department of Industry and Commerce. This is commercial and industrial consulting work or export trading work performed under the immediate and direct supervision of a designated consultant or trading officer. The incumbent receives on-the-job training in the practical and professional aspects of the work through direct supervision, generally in accordance with approved terms of reference such as departmental or trading corporation policies and directives. The incumbent assists in and performs technical work appropriate to the academic, training and field experience received.

TYPICAL DUTIES

- Prepares basic data for projects in relation to business, industry, communities, exports or trends.
- Carries out related data searches.
- Prepares routine reports.
- Under direction, may carry out specific assignments in relation to a client organization, export trading or export development.
- Carries out studies and reports on assigned topics, and may communicate with business clients directly.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Good knowledge of principles of management, marketing, production, international marketing, industrial relations or other commercial and industrial functions appropriate to the purposes of a branch or the trading corporation. Ability to communicate clearly, work harmoniously with fellow employees, organizations and the general public.

Education, Training and Experience

Certificate course in business administration, degree in economics, business administration or equivalent combination of experience and education.

“This information is available in alternate formats upon request.”

ECONOMIC DEVELOPMENT CONSULTANT 2

GENERAL

This is the working level for professional consultants or trading officers in the Department of Industry and Commerce. The employee at this level provides consulting assistance to enterprises on matters relating to the branch function or trading corporation. He/she works independently on projects or with clients under the general supervision of the Branch Director or General Manager and may work with the technical guidance of a senior consultant or trading officer. The incumbent may engage in a variety of assignments at one time and frequently will work on a team basis with other consultants/officers.

TYPICAL DUTIES

- Provides consulting assistance to firms on matters related to his/her branch functions or the trading corporation's function.
- As consultant, assumes responsibility for: assessment of effectiveness of operation of business and industrial organizations; identification of areas in which consulting assistance is required; provision of required consulting services either directly, if within the specific fields of competence of the consultant, or by drawing upon other resources available through the department.
- Makes special investigations, reports and evaluations relative to conditions such as economic production, sales, marketing, labour, industrial relations in a community or industry grouping.
- Performs specialized professional consulting work.
- Performs other related duties as assigned.
- As trading officer, assumes responsibility for assessment of effectiveness of marketing and distribution effectiveness of companies, particularly international trading, identification of areas requiring assistance for improvement, provision of required support and assistance either personally or with outside help; plans, organizes and implements activities related either to export trading or export development activities.

- Makes special investigations, reports, assessments, or evaluations relative to international markets, product marketability, distribution channels, marketing, supply capabilities.
- Performs specialized professional export market development work.
- Performs other related duties as assigned.

Knowledge, Abilities and Skills

- Considerable knowledge of and expertise in one or more types of business or industry sectors such as garment industry, agricultural equipment, electrical and electronics, food, or one or more functional areas such as marketing, production, industrial relations and international trade.
- Considerable knowledge of consulting and technical principles and practices applicable to a wide variety of business and industrial problems and export activity. Will be called upon to participate in projects related to his/her level of expertise.
- Ability to write concise reports on technical subjects in a manner producing adequate support of conclusions and recommendations.
- Knowledge of governmental policies and practices which are appropriate to the specific consulting service he/she provides.
- Ability to define problem areas, develop detailed analysis of moderately difficult assignments based on precedent and prepare recommendations for discussion with his/her superior.
- Ability to contribute to the development of new policies or programs which have a moderate impact on departmental activities.
- Ability to establish and maintain harmonious and productive working relationships with other employees, corporation clients and other government departments.

Education, Training and Experience

University degree in business or science or other appropriate discipline, preferably at the post-graduate level or an equivalent combination of education and experience. Minimum of four years' relevant experience. Business related experience in the private sector would be a desirable asset.

ECONOMIC DEVELOPMENT CONSULTANT 3

GENERAL

This is the advanced working level for senior professional consultants and trading officers in the Department of Industry and Commerce. The employee may reside in and provide services from a decentralized location to a specific geographic area. The employee at this level provides consulting assistance to enterprises relating to departmental functions.

This level is differentiated from the 2 level by the broad variety of assignments involving independent consulting judgment. Within the framework of policy established by the department, the employee exercises a high degree of independence in carrying out duties. He/she may participate in a variety of assignments differing extensively from one another. The assignments may contain a large number of complex variables which require specialized knowledge and skills to define and analyze.

TYPICAL DUTIES

- Provides consulting assistance to firms on matters related to a variety of departmental functions. Assumes responsibility for: assessment of effectiveness of operation or export programs of business and industrial organizations; identification of areas in which consulting assistance is required; provision of required consulting services either directly, if within the specific fields of competence of the consultant, or by drawing upon other resources available through the department.
- Acts as representative of the department with the public, local governments, businesses and local development groups, and follows up requests for services referred to other units of the department.

- Makes special investigations, reports and evaluations relative to conditions such as Economic Production Sales, Marketing, Labour Industrial Relations, International Trade in a community or industry grouping at the local/regional level.
- Performs specialized professional consulting work.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

- Incumbents must possess a combination of the following:
- Considerable knowledge of and expertise in one or more types of business or industry sectors such as garment industry, agricultural equipment, electrical and electronic industry, food, or one or more functional areas such as marketing, production, industrial relations, international trade.
- Considerable knowledge of consulting and technical principles and practices applicable to a wide variety of business and industrial problems and export activity. Will be called upon to participate in projects related to his/her level of expertise. Ability to write clear, concise reports on technical subjects in a manner producing adequate support of conclusions and recommendations.
- Knowledge of governmental policies and practices which are appropriate to the specific consulting service he/she provides.
- Ability to define problem areas, develop detailed analysis of moderately difficult assignments based on precedent and prepare recommendations for discussion with his/her superior.
- Ability to contribute to the development of new policies or programs which have a moderate impact on departmental activities.
- Ability to exercise independent judgment and to effectively interpret departmental policy and programs in field situations.

Education, Training and Experience

University degree in business or science or other appropriate discipline preferably at the post-graduate level or an equivalent combination of education and experience. Minimum of four years' relevant experience. Aptitude for and experience in field representation, coupled with business related experience in the private sector would be a desirable asset.

ECONOMIC DEVELOPMENT CONSULTANT 4

GENERAL

This level is designed to accommodate two categories of consultants:

- 1) Supervisory role - this is professional and administrative work in managing a Consulting or technical program. The employee is responsible for the performance of a group of professional consultants who provide advice and guidance to industry. Duties include providing professional consultative advice and assistance to industries and government representatives on major problems in related fields of work. Work is performed with relative independence and is reviewed by a Director or Assistant Deputy Minister.
- 2) Senior Specialist role - a person classified at this level will be expected to function as a senior specialist assigned to the most difficult or complex tasks in the field on a regular basis, consulting with senior management and evaluating complex projects; may function as project leader on major assignments.

TYPICAL DUTIES

- Plans, organizes and implements programs and services related to branch's function.
- Identifies, evaluates and selects specific clients or client groups and assigns projects.
- Determines types of studies and services to be carried out.
- Supervises specialized inputs to client problems.
- Controls and administers branch budget.

- May assume responsibility for the technical direction of one or more consultant/trading officers and makes recommendations for the organization and assignments of these consultants/trading officers under his/her technical control.
- Develops reports, technical papers, financial audits or feasibility studies which may influence decision making in private enterprise, or at senior executive levels of the department.
- May be responsible for matters concerning federal/provincial relations as they affect branch function.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

- Thorough knowledge of industrial and governmental matters related to branch functions.
- Thorough knowledge within his/her area of specialization by function and/or industry sector.
- Ability to develop, plan and schedule financial, human and other necessary resources for efficient program execution.
- Ability to develop and apply new approaches, methods and techniques to meet the diverse requirements of complex assignments.
- Ability to assume responsibility for project management.
- Ability to write technical submissions on complex assignments and to present final recommendations to senior personnel from industry or government.

Education, Training and Experience

A degree relating to the branch or trading corporation specialization preferably at the post-graduate level or equivalent combination of education, training and experience. Minimum of seven to ten years' experience related to business and government. Successful administrative experience.

