



Job Specification

Position Title: STRATEGIC SECTOR COORDINATORS
Job Code: AMAPCEO - Ecomcs & Stat (Ama Unit) PEC20, 20PEC
Job ID: 14004

Purpose of Position:

To provide expert level strategic advice, support, direction, policy and program development, to advance the governments agenda in bringing emerging and strategic new sectors to maturity to further support Northern economic prosperity.

Duties/Responsibilities:

Under the general direction of the Manager, the incumbent is the ministry expert in a given sector (e.g. aviation; bio-mass; broadband; value-added forestry; outsourcing) that is considered of strategic importance to economic development of Northern Ontario. The incumbent:

1. Leads development of related strategies and significant program and policy initiatives consistent with government and Ministry strategic priorities; leads project and/or work teams comprised of staff from other branches, ministries (e.g. MEDT, MNR, OMAFRA, MOE), other levels of government (federal/municipal), community organizations and other non-government organizations (e.g. industry associations, research organizations, academic institutions) in the planning, co-ordination and development of detailed research, analysis and strategic policy to enhance emerging sectors, build sector capacity and attract international investment.
2. Provides expert advice to senior management in MNNDM (Director/ADM/Deputy/Minister) and other ministries concerning funding, strategic and legislative priorities relating to sector attraction, expansion and development. Provides information and intelligence on national and global economic trends to support government policy and the development of key strategies to further enhance regional/community readiness, sector development and/or investment attraction. Provides expert advice on the resultant community and socio-economic impacts to the north.
3. Conducts cutting-edge research including introduction of innovation in sector/scientific research and development, and remains linked to international sector community. Maintains thorough understanding and information regarding northern economy, community needs, resources and readiness, and where sector introduction/expansion/development should occur so as to direct investment, make contacts/partnerships and maximize impact to sector and Northern Ontario prosperity.
4. Leads or supports consultations on related strategies and programs with government, non-government organizations, environmental non-government organizations, community advocacy groups, Aboriginal communities, industry and other stakeholders. Establishes consultation/communication strategies by soliciting input from other branches and units within MNNDM (e.g. Legal Services, Communications Services, Corporate Policy, Regional Economic Development), and from other ministries, and directing MNNDM staff in undertaking consultation activities.
5. Participates as MNNDMs representative on cross-ministry, inter-provincial, and intergovernmental working groups and represents the government in national and international forums, conferences and working teams on topics or initiatives related to their sector.
6. Prepares reports and briefing materials, and provides input to Cabinet Submissions and correspondence in support of initiatives and in providing expert input into policy development – from the perspective of sector expertise, economic impact, regional/community feasibility and international investment attraction potential and strategies.
7. Leads the co-operative development and execution of investment and export marketing initiatives for key sector, in conjunction with counterparts in other ministries or jurisdictions. Acts as key contact for international investors for inquiries and opportunities and the promotion of the sector initiatives abroad.

Knowledge:

Knowledge of economic theory and principles in order to understand the needs of northern Ontario and the applications/impacts to sector development. Financial knowledge to understand business feasibility. Knowledge of international economic/socio-economic resources, priorities and conditions and international investment regimes, stakeholders, audiences and strategies in order to gauge proper venues, initiatives and timing of initiative proposals to maximize investment attraction. Thorough understanding of northern Ontario priorities, conditions, capacity and ability to translate current capacity into new, optimum sector advantage. Understanding of which strategies and initiatives will have the greatest impact and best return on investment. Understanding of competing/counter opinions, research and political receptiveness in relation to sector in order to understand challenges, political, environmental, community and other, in reaction to sector emergence/growth.

Understanding of government organization, strategic frameworks, funding approvals, regulatory and legislative process in order to provide most informed policy advice and guide sector strategy.

The job requires to incumbent to demonstrate:

- Expert analytical abilities – sector, government, international investment, economics/socio-economics in

order to lead the research, information collection, networking and collaborative development of sector initiatives; interpret and evaluate complex issues, determine cause and effect relationships and results from proposed strategies.

- Superior communication skills to provide expert advice, input and recommendations, expert input to policy documents/briefings/options and Cabinet Submissions regarding economic development strategies and initiatives in area of expertise.
- Strong networking, relationship and consensus-building skills to build networks, foster multi-party agreements, undertake consultations and drive investment and sector growth.
- Strong project, administrative and financial management skills to assess feasibility of an undertaking, develop business case/Results-based Plan submissions, and manage multi disciplinary projects, studies and initiatives related to area of expertise.
- Effective leadership skills to manage large and complex research projects or sector initiatives involving multiple stakeholders and team members.

Judgement:

Incumbent works under the general direction of the Manager within the broad framework of government and ministry priorities and established program parameters.

Incumbent exercises discretion in determining the degree of professional expertise that is required, identifying key players/stakeholders, and determining appropriate priorities, strategies and initiatives. Incumbent provides expert input into OPS/pan-governmental or international sector proposals, initiatives and input to policy direction in area of expertise.

Incumbent contributes to assessment of broad economic and socio-economic impacts of sector initiatives and resultant return on investment and impacts to northern economy/prosperity to identify appropriate strategies and target communities. A high level of initiative, innovation and judgment is exercised to co-ordinate and direct individuals and project teams in the development of provincial strategies and initiatives.

Judgment is also exercised in representing the government in international forums, discussions, representation on committees and working groups, and in briefing senior officials. Incumbent needs to determine suitability, reliability and best format to present information to senior decision-makers, foreign audiences and the investment community to ensure effective and informed decisions that drive sector growth.

Accountability - Programs:

Responsible for providing expert-level strategic advice and direction to senior management, and leading the development of sector priorities, strategies and initiatives that will foster the expansion of strategic sectors in Northern Ontario.

Accountability - Personnel:

Responsible for providing leadership and direction to multi-jurisdictional working teams (including sector, stakeholders, community and lobby/interest groups, other government agencies) engaged in research, undertaking consultations, or developing new initiatives through planning of resources, managing tasks, monitoring project progress and reviewing work quality.

Accountability - Finance & Material:

Responsible for establishing priorities and developing initiatives based on analysis of feasibility, funding resources/opportunities, return on investment and impact on northern prosperity. Responsible to ensure research, projects and initiatives are completed on time and within budget.

Accountability - Impact of Errors:

The failure to ensure proper intelligence, properly gauge community readiness, sector readiness and suitability, national/international market conditions and funding implications, consultation approaches, and effective briefing and strategic advice may mean a lost opportunity for a sector initiative or a launched initiative that would fail, causing a financial loss and further loss of investment confidence. Could result in possible embarrassment to the Government and other stakeholders/partners. On whole, failure of this position could impact northern economic/socio-economic prosperity and the failure to achieve ministry and Government fiscal priorities.

Contact - Internal:

Frequent interaction with: MEDT foreign offices to determine market responsiveness, marketing and trade potential, investment climate, arrange stakeholder meetings/presentations; experts and senior officials in the OPS to share information, synchronize solutions/responses and combine strategic efforts, participate/lead work teams; Legal Services and/or Aboriginal Relations Unit to determine consultation climate and implications of new/expanded efforts from a legislative perspective; Corporate Policy and Ministers Office to provide briefings, interpretations/implications, provide expert advice and policy direction recommendations, identify opportunities, solutions or risks; and other Ministries/agencies to develop traditional and emerging economies (OMAFRA, MRI, MTCU, MNR, MEI, Finance)

Contact - External:

: Frequent interaction with: international sector community to identify potential opportunities for advancement in northern Ontario; peers and senior officials in federal and municipal governments and sector agencies to represent ministry in discussions, negotiations, and joint initiatives; and investment community to determine market readiness/responsiveness and prime opportunity for trade visit/dedicated meeting/presentation etc.