

LOCALLY ENGAGED STAFF JOB DESCRIPTION

GENERAL INFORMATION	
Organization:	Global Affairs Canada (GAC)
Program:	Government of British Columbia
Title:	Senior Trade and Investment Officer, BC
Job Description Type:	SJD
Job Description Number:	113
Group & Level:	LE-O2
Decision Number:	14998
Job Code:	500575
This job description is already evaluated and should not be modified.	

PROGRAM/ORGANIZATION MANDATE OVERVIEW
Trade and Invest BC enable the sustained prosperity of British Columbia by promoting BC origin exports and BC as a destination for foreign investment.

CONTEXT & PARAMETERS
The position is a senior working level position of the British Columbia Trade and Investment Program.
The position typically reports to the Managing Director Head of Program at the British Columbia Trade & Investment Office.

KEY ACTIVITIES	
Primary Role	<p>Plans and delivers the Trade and Investment British Columbia's program at the mission.</p> <p>This includes developing strategies to support and advance the planning and implementation of the T&I program and providing expertise in the associated development of strategic, operational, annual business plans, goals, objectives and policies.</p> <p>The Senior Trade and Investment Officer – British Columbia - is a local employee of the Government of Canada who works autonomously and is responsible for implementing strategies to increase trade and investment between Canada and international markets. The Senior Trade and Investment Officer uses their expert knowledge of British Columbia and international trade to deliver British Columbia's business development programs, conducts consultations and establishes information, collaborative and intelligence contacts/networks with senior private and public officials and provides trade, commercial and investment policy advice and recommendations to the Head of Program and Headquarters.</p>
Advice & Recommendations	Provides advice, expertise and formulates recommendations as the focal point of contact on trade and investment opportunities, program implementation, policies, market intelligence and official visits and events.
Documents and Services	Revises and develops policy and/or project related documents such as presentations, plans, briefing notes, notices, funding estimates, contracts, reports and communication materials, and provides substantive technical input into program planning and the development of documents related to the British Columbia T&I program.
Research & Analysis	Conducts or leads complex research and analysis of trends, financial and macro-economic issues, local developments, emergent opportunities and sector priorities that could have a significant effect on the British Columbia T&I program.
Networking & Alliance Building	Maintains a network of contacts with local and foreign governments, partners and multilateral organizations and agencies to stay abreast of local developments, changes, policies and programs that may have an impact on the delivery of the British Columbia program.
Communications & Client Services	Works on cultivating relationships with local contacts to discuss issues related to clients' needs and promotes British Columbia's Trade and Investment interests and objectives by contributing to discussions in relevant fora.

Committees & Working Groups	Participates to committees, project teams and working groups to promote British Columbia business and coordinates agreements between governments.
Supervision/Management Responsibilities	Oversees the work of British Columbia's T&I program staff, and may supervise one or more Officer(s) and or administrative position (s), and conduct related performance management assessments.
Other Duties	May be required to translate documents and/or interpret.

WORKING CONDITIONS	
Physical Effort	The work requires many hours sitting in an office.
Psychological Effort	The work requires close attention to detail when reviewing and evaluating the efficacy of Trade and Investment program and in making appropriate recommendations designed to advance British Columbia's objectives and priorities in the host country. The work requires effective listening skills when participating in meetings and events. Some stress involved in managing multiple priorities and deadlines, many of which are time sensitive and urgent; and in responding to fluctuating and at times, unpredictable client demands and requirements.

AUTHORIZATION	
Head of Mission (HOM)	<hr/> Signature Date
Program Manager	<hr/> Signature Date
Employee	<hr/> Signature Date