

DEPARTMENT:	<i>Climate Action, Planning & Development</i>	STATUS:	<i>Full time</i>
NO. OF POSITIONS:	<i>One</i>	UNION:	<i>CUPE, Local 387</i>
HOURS OF WORK:	<i>35 hours per week*</i>	SALARY:	<i>\$63,845 to \$75,168 annually plus benefits</i>

The City of New Westminister has earned a proud reputation for civic leadership, service delivery and outstanding employee relations. We offer our employees great work-life balance; competitive salaries and benefit plans (including pension); education and training opportunities; and challenging and rewarding work.

The City of New Westminister is seeking a full time Business Licence Ambassador to join the Licensing & Integrated Services team. This service-oriented position is responsible for assisting business licence applicants through the licensing process from the submission of their application to the issuance of their licence. This includes gathering facts and documentation regarding the proposed business; providing information and guidance regarding regulatory requirements and restrictions; making referrals to other agencies and government bodies involved in licensing; taking a leadership role in joint inspections with Fire and Building officials of various types of business premises; and following up with departmental stakeholders in the review process.

This position requires the exercise of considerable independent judgment and action, as well as diplomacy, within policy and bylaw limits. You will assist in the annual renewal of all business licences and provide other administrative support as necessary for the licensing functions. You will also assist in the development of business licensing processes, collection and analysis of a variety of business related data, and preparation of related correspondence and reports for applicants and senior management including providing recommendations to the Manager, Licensing and Integrated Services. You will be responsible for building and managing a relationship with the businesses community in New Westminister.

Requirements include:

- Completion of Grade 12 supplemented with post-secondary level courses with a business focus plus sound experience in inspection and enforcement work; or an equivalent combination of training and experience.
- Considerable knowledge of municipal, provincial and federal regulations as they relate to business licensing and operation.
- Knowledge of Building Code and Fire Code would be considered an asset.
- Experience in and/ or knowledge of business operations, particularly for small businesses, would be considered an asset.
- Ability to explain and interpret bylaws and regulations, to liaise with a variety of internal and external contacts.
- Ability to employ service excellence principles while being respectfully firm.
- Ability to exercise discretion, good judgement, and problem solving skills, as well as to identify potential issues and propose solutions in advance.
- Ability to prioritize tasks, organize and manage time, and coordinate with other staff and management.
- Knowledge of general computer use. Knowledge of Tempest would be considered an asset.
- Skill in collecting information recording findings and good file management.
- Exceptional written communication skills with attention to accuracy and detail.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by December 9, 2021 to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #21-159.**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminister is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*