

Air Service & Business Development Officer

An opportunity for a strategic and analytical thinker with a background in aviation management, economic development and/or business administration, to support Region of Waterloo goals of expanding scheduled air service as well as attracting aviation business investment

As Air Service and Business Development Officer, you will develop air service development plans and proposals to expand scheduled service at the Region of Waterloo International Airport (ROWIA), as well as lead the implementation of action items in the ROWIA Business Plan, including attracting investment to the Aviation Business Park. This role will see you working in collaboration with management, as you lead air service development activities with airlines and community stakeholders. Your skills in market and aviation industry analysis will also prove valuable in the preparation of reports on air service issues, aviation industry trends, and business development opportunities for management and Council.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

To assume the role of **Air Service & Business Development Officer**, you will have the following profile:

- Knowledge and skill in developing air service or business development plans, in developing and maintaining business relationships, and in market and aviation industry analysis acquired through a 4-year degree in a related field (e.g., aviation management, economic development, business administration), plus 4 years of related experience.
- Knowledge and ability to comply with policies, procedures, and legislation (e.g., Transport Canada bilateral agreements, Ontario Municipal Act).
- Analytical, strategic thinking, and organizational skills to develop air service and business development plans; organize work and implement plans to achieve targets; and identify and analyze business opportunities and industry trends.
- Human relations, communication, negotiation, and leadership skills to develop and maintain relationships with aviation management and other business and community stakeholders; market and promote ROWIA and Aviation Business Park to businesses and stakeholders; negotiate air service and leasing agreements with existing and prospective tenants; liaise with ROWIA staff/management; respond to inquiries from airlines/aviation-related business; conduct presentations to senior management and Council on matters relating to air service development, industry updates, and business development; and participate as an effective team member.
- Ability to read and interpret policies, legislation, procedures, regulations, reports, and correspondence; and to write correspondence, reports, business development plans, and funding development proposals and applications.
- Computer skills with ability to use software such as Microsoft Office.
- Ability to travel within (and occasionally outside) Waterloo Region.
- Ability to support and demonstrate the Region's values.

NOTES:

- Must have a valid class G driver's licence and an acceptable driving record to operate a Regional vehicle.
- Must attain Airside Vehicle Operator's Permit (AVOP) by end of probation period or within 6 months of hire.
- Must provide an acceptable Security Clearance Check for a Restricted Area Identification Card from Transport Canada to meet security requirements – OR – must provide an acceptable Police Records Check and be able to obtain a Security Clearance Check for a Restricted Area Identification Card from Transport Canada within 6 months of hire.

Where people matter and ideas grow

Serving a diverse population of over 560,000, the **Region of Waterloo** is a growing community where people matter and ideas grow. Our mission is to serve, engage and inspire – residents, businesses and staff alike. This means delivering quality services while creating a positive, inclusive workplace where our employees are valued and respected for their talents and contributions to our success.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

Please visit our website, at www.regionofwaterloo.ca, for a detailed description of this Air Service & Business Development Officer position (**competition number 2017-2035**), and to apply online before 11:59 p.m., **7 day, January, 2018**.

We are committed to diversity and inclusion, and thank all applicants in advance; however, we will be corresponding only with those selected for an interview. We will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the hiring process.