

The Ocean Technology Council of Nova Scotia is seeking a:

Business and Operations Manager reporting to the Executive Director

Purpose of the Job:

Conduct day-to-day administration and operational tasks under the direction of the ED according to the strategic direction set by the ED and the OTCNS Board. Such tasks would include but not limited to:

Assisting in developing and recommending sector strategies based on the sector needs and delivering them through OTCNS; organising and delivering events and activities which would support OTCNS members; actively engage with members; deliver the Ocean Technology Sector Council's mandate from the Department of Labour and Advanced Education (youth engagement in the sector); active management of the web site and social media presence; assisting in preparing reports and funding applications; preparation of appropriate communications tools (eg. Power Point presentations)

The ideal candidate would have:

Significant knowledge and network of contacts in the ocean technology industry in Nova Scotia, Atlantic Canada, Canada and Internationally

Knowledge of international business development best practices

Experience in international trade shows

Knowledge of funding mechanisms for not for profits in the Atlantic Region

Knowledge of workplace and business challenges pertaining to Ocean Technology SME's and local industry as a whole

Experience in engaging with youth in the context of promoting Ocean Technology as a career choice

Understanding of Labour Market Information as pertains to the sector

Good writing and verbal communication skills

Experience of various social media channels

Knowledge and competence in/of various business software eg. Word, Excel, Power Point, Outlook etc

Excellent organisational and time management skills

Qualifications:

University Degree or College Diploma in a relevant discipline

Professional designation: CITP designation would be an advantage

The successful candidate would be willing to travel provincially regionally nationally and internationally (in possession of or able to get a Canadian passport)

Flexible, proactive self starter

Work in collaboration with industry, government (Federal Provincial Municipal) partners, likeminded not for profits, appropriate academia and other interlocutors as appropriate

The position is full time and is located in Halifax Municipality, Nova Scotia. Salary in the 50K- 60K Range  
To Apply:

Please send a cover letter and a Curriculum Vitae by email to Mr. Gordon Gale at [gordon@otcns.ca](mailto:gordon@otcns.ca)

Applications will be accepted until 17:00 hrs. Atlantic Standard Time, December 29<sup>th</sup>, 2017.

Please note only candidates selected for interview will be contacted however submitted applications will be held on file for 6 months for possible future positions.

The Ocean Technology Council of Nova Scotia is an industry association representing companies (over 90 member companies in Nova Scotia) and stakeholders in the ocean technology sector in Nova Scotia. OTCNS also has a significant Pan-Atlantic network with likeminded not for profit organisations, academic institutes, industry representatives etc.

The mandate of the Council is to advance economic opportunities for Nova Scotia's ocean technology companies and support workforce development in the sector. OTCNS acts as a facilitator, linking members to each other, government partners and to other appropriate organisations. OTCNS' purpose is to identify, promote and support the development of opportunities for their member companies and for the sector as a whole. OTCNS accomplishes this through member activities, learning sessions, supplier development events, strategic advocacy with respect to domestic and international supply chain opportunities, innovation and productivity improvement, career and educational activities. OTCNS members are comprised of dynamic, export-driven small and medium size enterprises (SMEs) delivering world-class advanced technologies and services.