



Business Consultants

Occupational Family/Code – Program Consultation: CBC

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Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
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Business consultants assist with the establishment and maintenance of the economic development infrastructure within a number of regions throughout Saskatchewan.

They provide professional community development expertise and advice to leaders in business, municipal governments and development groups which enables clients to successfully achieve economic and socio-economic development, diversification, job creation, community stabilization and an enhanced quality of life.

The focus of the duties may include development and support economic initiatives through identification of opportunities, encouragement of private sector financial involvement, joint venturing and the promotion of local economic development policies and programs, approving or denying loan applications and collection of delinquent accounts.



Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Acts/Regulations/ Legislation

- Knowledge of relevant government acts, regulations, by-laws, agreements, policies, programs and procedures. **(Bring/Learn)**
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Theories/Principles

- Knowledge of relevant industry sector, trends, issues and investment attraction opportunities. **(Bring/Learn)**
 - Knowledge of relevant financial and accounting practices, standards, procedures and analysis. **(Bring)**
 - Knowledge of marketing and market research concepts and techniques, and evaluation methodologies. **(Bring)**
 - Knowledge of organizational and human behaviour. **(Bring/Learn)**
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Technical

- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software, internet computer hardware, on-line searches. **(Bring/Learn)**
- Knowledge of various forms of commercial debt and equity financing options, structures, criteria and documentation. **(Bring)**
- Knowledge of negotiation, facilitation and interview techniques. **(Bring/Learn)**
- Knowledge of legal issues and documentation pertaining to business operational and organizational environments. **(Bring/Learn)**



- Knowledge of the components and development of a business plan. **(Bring)**
 - Knowledge of general management and operational practices, procedures, responsibilities, information systems. **(Bring)**
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Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

Communication

- Ability to write clear, concise and accurate business and other documents that communicate appropriately to the target audience. **(Bring)**

Personal attributes which may link with this skill statement include: comprehensive, focused, organized...

- Ability to prepare clear presentations and speak in public at a level appropriate to the audience. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: flexible, adaptable...

- Ability to verbally exchange complex information clearly, concisely and accurately to communicate appropriately with a target audience. **(Bring)**

Personal attributes which may link with this skill statement include: innovative, creative...

- Ability to interview people by drawing out, gathering and exchanging accurate information (and confirming data) to identify real issues. **(Bring)**

Personal attributes which may link with this skill statement include: a good listener, focused, organized...

Leadership

- Ability to facilitate processes that enable individuals, groups and/or organizations to reach consensus and achieve a common goal. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: conciliator, personable, sensitive, patient...



- Ability to lead and encourage the development of individuals, groups and/or organizations in order to achieve community, economic and business development goals. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: decisive, proactive, assertive, confident, persuasive...

Problem Solving

- Ability to identify and resolve issues that underlies conflicts in order to arrive at a viable solution. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: comprehensive, focused, organized...

Interpersonal

- Ability to influence, persuade or convince others in order to negotiate a mutually acceptable solution or formal agreement. **(Bring)**

Personal attributes which may link with this skill statement include: conciliator, personable, sensitive, patient...

- Ability to develop and maintain a network of internal/external contacts to obtain and exchange information and resources. **(Bring)**

Personal attributes which may link with this skill statement include: confident, credible, responsible...

Team/Independence

- Ability to work both independently and as a team member with other individuals and organizations to meet client and program needs. **(Bring)**

Personal attributes which may link with this skill statement include: flexible, adaptable, comprehensive, focused...



Organizational

- Ability to prioritize tasks to meet deadlines and commitments in a dynamic, multi-task environment. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: comprehensive, focused, organized...

Analytical

- Ability to research, analyze and evaluate diverse information and situations to solve problems, determine alternative courses of action and reach a decision. **(Bring)**

Personal attributes which may link with this skill statement include: comprehensive, focused, organized...



Personal Attributes

(Bring)

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

Personal attributes for the Business Consultants include:

To Be...

- flexible/ adaptable
- conciliator/ personable/ sensitive/ patient
- confidential/ credible/ responsible
- innovative/ creative/ critical thinker
- comprehensive/ focused/ organized
- a good listener
- decisive/ proactive/ assertive/ confident/ persuasive

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