

CITY OF HAMILTON

UPDATED: August 23, 2023

PLANNING & AND ECONOMIC DEVELOPMENT DEPARTMENT
(ECONOMIC DEVELOPMENT DIVISION, CORPORATE REAL ESTATE OFFICE - LOCATION – 28 JAMES STREET N, 2ND FLOOR, LISTER BLOCK)

MANAGER, REAL ESTATE SERVICES

SUMMARY OF DUTIES

Reporting to the Chief Corporate Real Estate Officer, the Manager of Real Estate Services leads a dynamic team of real property and corporate real estate professionals and is responsible for the management of all transactional and valuation activities related to the City's real property interests, assets and portfolios; leasing, acquisition and disposition of properties, real property appraisal and valuation, and delivery of efficient and effective real estate transactional and valuation procedures and advisory services for the City of Hamilton.

The Manager, in conjunction with other appropriate divisions/departments, will be responsible for delivering on the implementation of the corporate Master Real Estate Plan providing strategic direction on the overall management of interests in approximately 2,000 properties (approximately 10,000 acres) ensuring that the City's holdings match needs.

GENERAL DUTIES

Directs and supervises the general administration of the Section, by developing and establishing policy and procedure.

Responsible for the hiring, training, disciplining, advising, supervising, and performance evaluation of staff.

Develops corporate policy and procedures with respect to the acquisition and disposition of property that are consistent with the goals and objectives of the City.

Manages the due diligence and environmental audit process prior to the disposition and acquisition of property.

Directs and co-ordinates outside consultants, and various other real estate related companies in the delivery of various corporate real estate functions.

In conjunction with the other sections, divisions, and departments within the City, analyses alternative ways of meeting property and space needs, and makes recommendations to SLT and Council on the best approaches to achieving desired outcomes.

Leads and/or supports major transactional projects, and large property-related corporate initiatives, including implementation of strategies toward achieving strategic objectives for the City.

Develops marketing strategies employing social media, internet presence, advertising, and public relations/promotional activities for the purpose of promoting the City's properties.

Liaises on a daily basis with elected officials on inquiries pertaining to Real Estate related matters.

Implements the City's Employment Land Banking and Development program through collaboration with Economic Development Division staff and industry participants to efficiently dispose of properties to achieve program objectives.

Prepares and negotiates the acquisition and disposal (including leasing/licencing) of City property interests including representing the City at arbitration hearings in the case of land expropriations.

Prepares, negotiates and administers leasehold interests and licence contracts on behalf of the City of Hamilton and/or its client departments and agencies.

Prepares detailed reports with recommendations and presentations to Standing Committees and Councils.

Attends public meetings requiring Real Estate representation and responds to queries accordingly.

Attends various Council and Committee meetings to make presentations and to answer inquiries related to Real Estate matters.

Prepares and monitors the operating budget for the Section in accordance with established procedures and ensures real estate activities are within approved budget.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the normal performance of the job.

QUALIFICATIONS

1. Demonstrated knowledge in the theories and principles of real property and corporate real estate normally acquired through the completion of a University Degree in Real Estate, Economics, Finance/Commerce, Land Use Planning, Business, and/or related discipline pertinent to job functions, and supported by a related professional designation/certification (e.g. through IRWA, AIC, CIP, etc.), combined with progressively responsible experience in corporate real estate and management.
2. Excellent problem solving and negotiating strategy and skills.
3. Demonstrated knowledge of land use, zoning, land development, community impact, environmental assessment and controls, building codes and other codes and regulations as they impact the value, use and ownership and interest responsibilities of real property.
4. Several years of diversified experience in real estate, valuation and negotiations, including understanding of the Expropriations Act.
5. Ability to plan, assign and co-ordinate the work of subordinates in a work team environment and negotiate with external parties.
6. Excellent interpersonal skills and ability to express ideas effectively, orally, in writing and through formal presentations.
7. Demonstrated ability to deal effectively and collaboratively with elected officials, business and community stakeholders, management, peers, and the general public.
8. Excellent organizational, time management and multi-tasking skills.

9. Must have excellent computer skills in a Windows environment utilizing MS Office software with a strong focus on financial analysis and economic justification.
10. Must possess a Class "G" Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS 'G' DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

SALARY:

Salary Grade 8

per annum

HOURS:

35 per week

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
