

# CITY OF HAMILTON

**August 2022**

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

**(ECONOMIC DEVELOPMENT DIVISION – REAL ESTATE LOCATION – CITY HALL, 7<sup>TH</sup> FLOOR)**

## **REAL ESTATE CONSULTANT**

### **SUMMARY OF DUTIES**

Reporting to the Manager of Real Estate, this position will be responsible for the delivery and administration of real estate services, with a particular focus on securing and disposing of real property rights or portfolio management, planning and strategy. Functions include research, advice, strategic planning, negotiations, as well as planning for, and/or guiding the work of City Partners (internal and external) with respect to City real property assets and interests and activities.

### **GENERAL DUTIES**

Initiates and manages projects dealing with real estate transactions.

Supports and/or leads strategic transactional initiatives, such as the Land Development Task Force, the Affordable Housing Site Selection Sub-Committee, Portfolio Management Committee, and the School Board Property Acquisition Strategy.

Provides real estate and portfolio management services and professional advice to the City of Hamilton departments and agencies.

Undertakes research, analysis, and reviews of property(ies) with the objective of establishing disposition strategies and plans for City-owned real estate interests.

Assists in the development and implementation of the Corporate Master Real Estate Plan.

Develops, negotiates, and implements corporate acquisition, leases and disposition of property policies and procedures.

Researches and analyzes alternative strategies for meeting real estate needs and makes recommendations to management and Council.

Represents the City of Hamilton and the Section at various special projects and joint committees with internal groups, external agencies and community interest groups.

Prepares detailed reports, recommendations and presentations for management and Council.

Ensures compliance with Provincial and Federal Statutes, Regulations and Guidelines and Municipal By-Laws and Policies.

Assists the Manager in the development and implementation of customer service initiatives in accordance with legislative and corporate expectations and priorities.

Makes presentations to stakeholder groups, attends public meetings and works closely with development community regarding municipal economic development initiatives and incentives.

Implements work program and must achieve agreed upon annual performance objectives and measures set by the division/department.

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 responsibilities of the position.

**QUALIFICATIONS**

1. Knowledge in real estate, economic development, real estate financing and downtown/community renewal and marketing normally acquired through the completion of a University Degree in Economic Geography, Commerce, Business, Economics or other related discipline or a combination of a Community College Diploma and relevant work experience.
2. Experience in the planning and facilitating the acquisition, and/or disposition of real estate interests, and negotiating transactions pertaining to the transfer of interests in real property
3. Knowledge of the Ontario Municipal Act, Ontario Planning Act, Land Titles Act, Assessment Act, Environmental Assessment Act, land use, zoning, community impact, environmental controls, building codes and other relevant property management/real estate related legislation such as the Expropriations Act and the Commercial Tenancies Act.
4. Excellent verbal and written communication skills and demonstrated ability to deal effectively and collaboratively with elected officials, business and community stakeholders, peers, all levels of management, the media, and the general public
5. Excellent organizational, time management and multi-tasking skills to manage, supervise and balance a number of projects simultaneously and to meet deadlines.
6. Project management experience leading multi-disciplinary teams, preferably in the area of real estate and portfolio planning and demonstrated interpersonal and negotiating skills enabling the effective resolution of issues. Demonstrated experience in the development and implementation of a variety of effective stakeholder consultation and engagement strategies.
7. A high level of skill in research and problem solving, and experience in the field of public administration is considered an asset.
8. Working knowledge of Microsoft Word, Excel and database software applications. Superior understanding of latest technological applications for delivery of real estate and portfolio management and development programs.
9. Must possess and maintain a Class G driver's licence valid in the Province of Ontario and provision of a personal vehicle for use on the job.

**SALARY:**

**Salary Grade 6**

**HOURS:**

35 per week

**NOTE:**

This position(s) currently requires the incumbent(s) to use their personal vehicle(s) 3 or more times per week for City business. In accordance with the City policy, parking is provided at this time. Should this job requirement change, parking will only be provided in accordance with the City policy in force at that time.

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

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