

## CITY OF HAMILTON

### **PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT (Hamilton LRT Division)** **(LOCATION – 21 King Street West, 14<sup>th</sup> floor PAU division of Hamilton LRT)**

#### **BUSINESS DEVELOPMENT CONSULTANT / Administrator-LRT**

##### **SUMMARY OF DUTIES**

Reporting to the Senior Business Development Consultant, Hamilton LRT, responsible for management of Realty matters associated with the LRT construction. Responsible for project management including the monitoring of Property Negotiators work and property statistical management and the negotiation of property acquisitions, and property leasing, for the Hamilton LRT project.

##### **GENERAL DUTIES**

To administer, co-ordinate and direct the ongoing property acquisition and work activities within the section by delegating and monitoring work of property negotiators ensuring maximum utilization of human resources and evaluating individual staff performance, and providing support and guidance for staff development as required.

Responsible for hiring, orientation, training, coaching, and scheduling of staff.

Reviews and maintains standards of work, including appraisals and negotiations, of the Property Negotiator positions. Coordinates and supervises the negotiations, reports and documents (“offers of purchase”) created by the Property Negotiator positions.

Monitors and keeps daily updates of vital statistical information required for the PAU - Hamilton LRT

Initiates and champions special projects for sector development often in partnership with external organizations.

Attracts new business to the City and assists in business retention and expansion by preparing, evaluating and negotiating with business owners.

Prepares briefs and report requirements, maintains Real Estate sector budgets and supplies same to Senior Business Development Consultant as per the Real Estate Protocol.

Supervises administrative support staff.

Liaises with other departments and external agencies to collect and analyse data for use in departmental studies. Assists in the preparation of the annual Economic Review information and provides support to the Senior Business Development Consultant in preparation of the department's strategy and departmental budget.

Responds to information requests from developers, site selectors, realtors and the business community in respect of development issues and processes. Where necessary, provides interpretation of municipal policies and by-laws, provincial legislation, statutes and regulations.

Evaluates and reports on the impact of municipal, provincial and federal legislative and policy changes.

Communicates with developers, investors, realtors, members of council, consultants, lawyers, Chamber of Commerce, Provincial and Federal Ministries, area municipalities, and City staff on an on-going basis regarding business and property issues.

Monitors and examines market conditions and emerging trends which may impact existing and potential business and makes recommendations for action in response to same.

Negotiates and creates purchase/sale agreements, related to Metrolinx land sales and purchases.

Works closely with various provincial and federal government ministries..

Maintains records of negotiations and Metrolinx directives pertaining to the LRT project..

Provides recommendations for targeting specific commercial or residential redevelopment.

Serves as departmental representative on various interdepartmental, committees.

Develops and creates appraisals under the supervision of the Senior Business Development Consultant, of property required for the construction of the LRT.

Prepares reports for and makes presentations to the public as required.

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. Proven knowledge in municipal real estate function and business development normally acquired through the completion of a University Degree in Economics, Municipal Administration, Urban and Regional Planning, Commerce, Business, or other related discipline or a combination of a Community College Diploma and relevant work experience.
2. Accredited membership in the Appraisal Institute of Canada, currently maintaining an AACI or CRA designation, or alternatively have completed the majority of the general and core course requirements and working towards designations in one of these fields or a combination of education and related work experience.
3. Demonstrated ability to effectively manage a large multidisciplinary staff in a highly dynamic and results oriented unionized environment.
4. Demonstrated ability to provide effective leadership to a large unionized workforce supported by a thorough understanding of "industry best management practices" and an appreciation of realty matters and issues affecting staff in property acquisition programs in large projects.
5. Analytical, statistical, research, trend analysis and forecasting skills.
6. Demonstrated experience in the creation and use of narrative appraisals in negotiations.
7. Working knowledge of the *Ontario Municipal Act* and *Expropriations Act*.
8. .
9. Must have excellent verbal and written communication skills and ability to relate effectively with peers, all levels of management, business clients, council and the media.
10. Ability to communicate effectively with the public and government agencies.
11. Working knowledge of Microsoft Word, Excel and database software applications.
12. Ability to manage, supervise and balance a number of projects simultaneously and to meet deadlines is essential.

13. Capable of working independently as well as part of an interdisciplinary team
14. Ability to estimate business loss, and negotiate commercial property claims resulting from the LRT project.
15. Provision of a vehicle for use on the job.
16. Must possess a valid Class "G" Driver's Licence.

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

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