

CITY OF HAMILTON**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT****(ECONOMIC DEVELOPMENT DIVISION, CORPORATE REAL ESTATE OFFICE – LOCATION – 28 JAMES STREET N, 2ND FLOOR, LISTER BLOCK ANNEX)****REAL ESTATE SPECIALIST****SUMMARY OF DUTIES**

Reporting to the Senior Real Estate Consultant, this position is responsible for the data flow, due diligence and analysis in support of the portfolio management functions of the Corporate Real Estate Office, with a particular focus on securing and disposing of real property rights or portfolio management, planning and strategy for the purposes of achieving affordable housing. With a demonstrated understanding of the scope of the City's Housing Sustainability and Investment Roadmap and the 2022-2026 City Council priorities including increasing housing units for all and reduce homelessness, this position will engage in activities to: undertake research and analysis; and provide advice and plan strategically; for City real property assets, interests and actions toward creating viable affordable housing initiatives.

GENERAL DUTIES

Identifies and creates profiles on properties of interest, including compiling all information related to property attributes, and relevant to affordable housing, and to determining high-level property value estimates.

Supports strategic transactional initiatives, such as Housing Sustainability and Investment Roadmap Steering Committee and Portfolio Management Committee direction.

Creatively and using a variety of techniques, demonstrates an understanding, communicates, and finds solutions to the unique balance between the City as an agent of public policy development as well as project execution, with the goal of leveraging City-owned assets to achieve the City's affordable housing objectives.

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

Undertakes due diligence, research, analysis and review of properties with the objective of establishing disposition strategies and plans for City-owned real estate interests specifically related to achieving affordable housing. Utilizes econometric models, land development proformas, and other tools to demonstrate the viability/feasibility of site (re)development opportunities and/or repurposing plans.

Uses third-party resources to collect relevant real estate market data on properties, availabilities, and transactions.

Reviews and analyses financial and land economic data.

Assists in the development and implementation of strategic real estate documents, such as the Housing Sustainability and Investment Roadmap and Corporate Master Real Estate Plan.

Researches and analyzes alternative strategies for meeting defined affordable housing objectives 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 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 and land development, preferably in the area of (affordable) housing, transaction management, portfolio management, strategic planning, real estate financing and economic development, and valuation principles and practices normally acquired through the completion of a University Degree and training in Urban Planning, Economics, Business, or Finance, or other related discipline, or a combination of related education with a preference for a minimum 5 years relevant work experience.
2. Experience in the planning and facilitating the acquisition, and/or disposition of real estate interests, and 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 in a multi-disciplinary team environment, preferably in the area of real estate and portfolio planning and demonstrated interpersonal and negotiating skills enabling the effective resolution of issues.
7. A high level of skill in research and problem solving, and experience in the field of public administration is considered an asset, particularly with a focus on (affordable) housing issues.
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 5

Per annum

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.
