

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 CONSULTANT – AFFORDABLE HOUSING

SUMMARY OF DUTIES

Reporting to the Senior Real Estate Consultant, this position is responsible for the delivery and administration of core transactional and 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 the City's affordable housing objectives. 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 proactively engage in activities to: undertake research and analysis; provide advice and plan strategically; negotiate transactions and agreements; as well as plan for, and/or guide the work of City Partners (internal and external), with respect to City real property assets and interests and actions toward viable affordable housing initiatives.

GENERAL DUTIES

Initiates and manages projects dealing with real estate transactions.

Supports and/or leads strategic transactional initiatives, to support initiatives directed by the Housing Sustainability and Investment Roadmap Steering Committee and the Portfolio Management Committee.

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 property 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 reviews 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.

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

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

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.

Job Description #: 7736

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 with an emphasis on (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 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.

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