

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 – LEASING

SUMMARY OF DUTIES

Reporting to the Supervisor, Lease Administration, 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, primarily related to leasing and licensing. Functions include research, advice, strategic planning, negotiations, day-to-day lease and license administration, 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.

Provides real estate and real property 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, focusing on leasing and licensing.

Negotiates the lease and license of properties in accordance with the City's Portfolio Management Strategy.

Responsible for the day-to-day administration of the City's portfolio of leases and licenses, including liaising with relevant internal stakeholders.

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

Develops, negotiates, and implements corporate acquisition, leases and licenses 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 arbitrations, 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 Supervisor 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 community partners in managing the use of City property.

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 corporate real estate, economic development, real property and portfolio management, strategic planning, real estate financing and development, marketing and related business practices normally acquired through the completion of a University Degree in Commerce, Business, Economics or other related discipline or a combination of a Community College Diploma and relevant work experience.
2. Experience in 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 real property management 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, particularly with a focus on lease negotiations and administration.
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 lease administration 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.