

# CITY OF HAMILTON

## PLANNING & AND ECONOMIC DEVELOPMENT DEPARTMENT (CORPORATE REAL ESTATE OFFICE - 71 MAIN STREET WEST, 7<sup>th</sup> FLOOR, CITY HALL

### CHIEF CORPORATE REAL ESTATE OFFICER

#### SUMMARY OF DUTIES

Reporting to the Director, Economic Development, the Chief Corporate Real Estate Officer has direct responsibility for Corporate Real Estate activities for the City of Hamilton. This includes leading staff in two sections: Transactional Services and Strategy and Portfolio Planning, in addition to related corporate oversight functions, such as the Hamilton Farmers' Market Corporation.

The Chief Corporate Real Estate Officer acts as the "owner" of real property assets and interests on behalf of the City and is responsible for delivery of a City-wide Real Estate Portfolio Master Plan, providing strategic direction on the overall management and disposition of approximately 2,000 properties (approximately 10,000 acres), ensuring that the City's holdings match its requirements. The primary objective of the Corporate Real Estate Office is to maximize the value and utilization of the City's real estate interests, efficiently while delivering good customer service.

The Chief Corporate Real Estate Officer is a champion of best practices in public real property management, advocating for City-wide organizational alignment, authorities and policies that advance strategic outcomes, efficiently and effectively, and in a consultative and collaborative manner. Goals include improving effectiveness of property-related planning budgeting and planning, establishing and maintaining continuous improvement practices, industry relationships and reputation, and corporate leadership, with a focus on City-wide priorities.

With a strategic orientation, utilizes a demonstrated record of strong leadership and guidance, customer focus, innovation and creativity, team building and advocacy, staff empowerment and development, and is results oriented.

#### GENERAL DUTIES

Directs the preparation of and formulate recommendations regarding the implementation of a Corporate Real Estate Master Plan, portfolio plans, and acquisition and disposition (including leasing) strategies for the City and client Departments in accordance with established by-laws, policies and procedures, and consistent with the Vision, Mission and Values of the City of Hamilton. Develops financial strategies in partnership through the corporate capital budget process to ensure the long-term requirements are sustainably achieved. Ensures compliance with sound financial and legal principles.

Implements, monitors and evaluates the effectiveness of Corporate Real Estate (Transactions, Strategy & Portfolio Planning, Hamilton Farmers' Market, Lease Administration) plans and prepare recommendations for the enhancement of same as required.

Administers, co-ordinates and directs the ongoing activities of the Corporate Real Estate Office by developing and establishing systems, policy and procedure; delegating and assigning work to staff ensuring maximum utilization of human resources and effective customer service; monitoring and evaluating individual staff performance; and providing coaching, support and guidance for staff development as required.

Establishes and manages internal networks and service level agreements with key stakeholders and partners (e.g. Legal Services, Facilities Management, CityHousing Hamilton), and implements customer service improvement initiatives to create a customer-focused culture. Supports client business practices with tools that enable effective planning and decision-making respecting client property and real estate requirements.

Consults, advises, coaches and mentors business units across the City and agencies; builds consensus amongst property users across the City, encouraging collaboration to optimize resources allocated. Leads and facilitates leadership level discussions and agreement about the integration of business plans and property requirements, leveraging the collective and diverse expertise of property users across departments and divisions, to jointly deliver on corporate objectives.

Prepares major (and often confidential) Committee reports and presentations related to real estate and property-related projects and initiatives for decision-making.

Provides professional opinion, advice and guidance through consultation, including reports and presentations, to Council and its Committees, on real estate matters, as required. Attends public meetings requiring real estate representation and responds to queries accordingly.

Provides strategic advice to, participates in, and/or represents the Division, Department and/or City on numerous and various corporate and community/industry committees, boards, and task forces, including the following: Portfolio Management Committee; Hamilton Farmers' Market Corporation Board; General Issues Committee Agenda Review; Affordable Housing Site Selection-Sub Committee; School Board Properties Sub-Committee; Bay-Area Sub-Committee; Hamilton-Wentworth Public School Board and City of Hamilton Liaison Committee; National Executive Forum on Public Property; CityHousing Hamilton Portfolio Management Committee; Confederation Waterfront Park Agreement; Development Industry Liaison Group, etc.

Chairs Portfolio Management Committee, reporting to the Senior Leadership Team, to coordinate divisional leaders from across the City, to ensure accountability and multi-disciplinary oversight and decision-making is effectively exercised respecting the City's real property interests and resources.

Primary City representative/liaison/executive functional responsibility related to major property-related and real estate oriented contractual and business relationships and partnerships, such as Hamilton Farmer's Market, Downtown Entertainment Assets, Hamilton International Airport, Tim Horton's Field, etc.

City's lead negotiator on major projects and initiatives.

Leads establishment of, sponsorship, strategies, and framework for project teams carrying out and negotiating major transactional and/or property-related initiatives (eg. structured land development/disposition, major events venues partnerships, senior government level funding program initiatives, etc).

Primary contact for all media enquiries related to the City's real estate activities.

Develops and maintains mutually beneficial working relationships with clients, realtors, developers, bankers, lawyers, financial institutions, appraisers, government officials, industry associations, etc., for the purpose of promoting effective real estate activities within the City.

Directs the preparation and present to Council the Corporate Real Estate annual operation and capital budgets and monitor adherence to same.

Liaises regularly with elected officials on inquiries pertaining to Real Estate related matters.

Maintains confidentiality with sensitive corporate matters as required.

Monitors and examines market conditions and emerging trends that impact the public sector administration of real property and real estate activities, and advises senior leaders, clients and Council as appropriate.

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 with are directly related to the responsibilities of the position.

**QUALIFICATIONS**

1. Proven and extensive knowledge and experience in corporate real estate and real property management, normally acquired through a combination of: completing a University or Post-Graduate Degree in Business or Public Administration, Land Use Planning, Economics, Real Estate, Infrastructure, Finance, or related discipline pertinent to job functions; and, progressive leadership roles in functions related to corporate real estate, asset management, portfolio planning and management, land economics, and land development.
2. Demonstrated knowledge of legislative and regulatory frameworks related to the development and management of a wide variety of property types and interests; diversified experience in real estate transactional activities (acquisition, disposition, leasing/licensing), real property valuation, and, expropriation; extensive understanding of the theories and principles of public sector real property portfolio planning and management; successful achievement in delivery of major project outcomes; and excellent negotiation strategy and skills.
3. Previous experience in a municipal government, experience promoting innovation and exercising influence in decision-making processes in a government environment, and a proven track record of managerial competence in a results-oriented environment.
4. Highly effective leadership, facilitation, communication, change management and organizational skills. Highly developed ability to articulate a vision, to lead and inspire others.
5. Excellent interpersonal skills and proven ability to deal effectively with elected officials, media, other government departments, all levels of management, staff and the general public.
6. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
7. Extensive experience in designing and delivering customer-focused programs and services.
8. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
9. Must have excellent computer skills in a Windows environment utilizing MS Office software, and the ability to work with the City's and external databases and GIS tools, etc.
10. Must have a working knowledge and experience with Human Resources matters and Collective Agreements.
11. Possesses a high level of personal integrity, is a great communicator, sets high standards, and leads by example.

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

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