

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(ECONOMIC DEVELOPMENT DIVISION – CORPORATE REAL ESTATE OFFICE – LOCATION – 28 JAMES ST. N., 2ND FLOOR, LISTER BLOCK)

SENIOR REAL ESTATE CONSULTANT – SPECIAL PROJECTS

SUMMARY OF DUTIES

Reporting to the Chief Corporate Real Estate Officer, this position will assist in the administration and delivery of the Corporate Real Estate Office responsibilities, including functions related to real estate assets, appraisals, portfolios, leasing, acquisition and disposition of real property interests, site improvements, environmental audits, portfolio management, policy and strategy development, through the management of initiatives and various activities affecting the management of the City's real property interests.

GENERAL DUTIES

Provides real estate and real property management services and professional advice to the City of Hamilton.

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

Initiates and manages and/or supports major projects dealing with real estate and the management of the City's portfolio, including change management initiatives resulting in the organization and administration of real property programs. Utilizes innovation, partnerships and collaborative models to achieve strategic objectives for the City.

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

Analyzes alternative strategies for meeting real estate needs and makes recommendations to management and Council.

Represents the City of Hamilton at land expropriations, 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 Chief Corporate Real Estate Officer 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 economic development initiatives and incentives.

Implements work program and must achieve agreed upon annual performance objectives and measures set by the division/department.

Acts in the capacity of management in their absence.

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 corporate real estate, real property and portfolio management, land economics, real estate financing and development, and related business practices acquired through the completion of a University Degree in Planning, Commerce, Business, Economics or other related professional discipline and relevant work experience.
2. Excellent project management and team leadership skills.
3. Superior knowledge of real estate, real property and portfolio management and appraisals principles and practices. Must have experience and knowledge of incorporating real property valuation, econometric modelling, and/or financial proformas into strategy assessment and program implementation.
4. Working knowledge of the Ontario Municipal Act, Planning Act, land use, zoning, community impact, environmental controls, building codes and other relevant property and portfolio management/real estate related legislation such as the Expropriations Act.
4. Working knowledge of industrial/commercial/institutional real estate and practices.
5. 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.
6. Ability to communicate effectively with the public and government agencies.
7. Working knowledge of Microsoft Word, Excel and database software applications. Superior understanding of latest technological applications for delivery of real estate, leasing, portfolio management and property development programs.
8. Ability to manage, supervise and balance a number of projects simultaneously and to meet deadlines is essential.
9. Capable of working independently as well as part of an interdisciplinary team.
10. Provision of a vehicle for use on the job. Must possess a valid Class "G" Driver's License.

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.
