



About the City of Hamilton

**Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully.
#BeTheReason**

JOB POSTING

JOB ID #: 17881

Senior Real Estate Consultant - Special Projects

Planning & Economic Development
Economic Development
28 James St. N

NUMBER OF VACANCIES: 1 Full-Time Temporary

UNION/NON-UNION: Non Union Mgmt Professional

HOURS Of WORK: 35.00 per week

GRADE: 7

SALARY/HOUR: \$55.667 - \$65.107 per hour

*Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS/LENGTH: Up to 24 months

Job Description ID #: A12729

Vaccine Verification – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

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.

5. Working knowledge of industrial/commercial/institutional real estate and practices.
6. 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.
7. Ability to communicate effectively with the public and government agencies.
8. 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.
9. Ability to manage, supervise and balance a number of projects simultaneously and to meet deadlines is essential.
10. Capable of working independently as well as part of an interdisciplinary team.
11. 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.

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Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of

Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.