

# Real Estate Advisor II



Requisition ID: 5651

Department: Transit Services Department

Service: Rail Construction Program Service

Branch: Program Management Branch

Employment Type: 1 Full-time Temporary - Until December 31, 2026

Work Hours: 35.00 /hours per week

Affiliation: CIPP

Salary Information: \$87,068.8 - \$105,951.3 annually (2022 rates of pay)

Location: Gillin Building, 141 Laurier Avenue

City: Ottawa, ON

Job Category: Transportation

Application Close: 17/11/2022

## JOB SUMMARY

The mandate of the Rail Construction Program is to transform, develop, grow and sustain Ottawa's Light Rail Transit Systems as a component of the City of Ottawa's overall transportation and mobility strategy.

You are responsible to provide comprehensive day-to-day or strategic real estate services for City properties and projects, in one or more of the following areas: acquisition, disposal, leasing, development, or management of Phase 1 Environmental Site Assessments.

You perform research/analysis, participate in the development of project, capital and operating budgets, communicate with various internal and external parties, oversee external real estate consultants (e.g. appraisers, real estate agents, environmental assessment specialists) and external contractors providing tendered services (e.g. property repairs, maintenance), and fulfil documenting and reporting requirements relating to your assignment.

You lead Real Estate Advisor 1 employees on cross-functional teams, or for specific projects, and provide oversight of data collection by clerical support staff.

## EDUCATION AND EXPERIENCE

Completion of 3 year university degree or community college diploma in economics, geography, business management, real estate law, or related field

Minimum of 5 years of progressive real estate experience, applying functions relating to one or more of the following: real property acquisition/disposition, property management/leasing, multiple stakeholder negotiations, encroachment, land management, real estate financial

analysis/administration, expropriation and/or environmental assessments). At least 3 of these years should include experience in a municipal government setting.

## **CERTIFICATIONS AND LICENCES**

Senior Right of Way Professional Designation (SR/WA) from International Right of Way Association

Accredited Appraiser Canadian Institute (AACI) designation from Appraisal Institute of Canada is desirable

## **KNOWLEDGE**

- General knowledge of Federal/Provincial/Municipal legislation applying to real estate principles and practices, including the Registry Act, Land Titles Act, Municipal Act, Planning Act, Commercial Tenancies Act, Residential Tenancies Act, the Environmental Protection Act and regulations
- Knowledge of legal agreements as they apply to real property transactions in Ontario, including agreements of purchase and sale, agreements specific to the Expropriations Act, easements, lease agreements, licences, and a sound understanding of contract and real property law
- Knowledge of City processes relating to real estate/real property (e.g. land acquisition, disposal, leasing, management and/or environmental assessments)
- Knowledge of the Expropriations Act of Ontario, including the process, rights and obligations of the expropriating authority and the property owner
- Knowledge of expropriation negotiation and arbitration process of the Board of Negotiation and the Ontario Municipal Board
- General knowledge of the appraisal process, legal surveys and engineering plans as they relate to property rights and acquisition
- General knowledge of the environmental site assessment process
- Current knowledge of the Ottawa real estate market and general realty market trends
- Knowledge of preparation of Request for Proposals (RFP's) and Standing Offer Agreements (RFSO's)
- Principles of project management
- Technical report writing
- Knowledge of financial principles and analysis

### **DESIRABLE QUALIFICATIONS:**

- Good understanding of City real property policies dealing with acquisition/disposal of real property, development and/or disposal of property rights, management of City Real Property assets, Phase 1 and 2 environmental assessments, and/or leasing activities.

## **COMPETENCIES, SKILLS AND ABILITIES**

- Self-motivated, and able to work with minimal direction in a fast-paced, multi-project environment, and collaboratively with others when leading/participating as part of a multidisciplinary team to influence problem solving and decision analysis

- Possess strong organizational skills and flexibility to plan, initiate, organize and prioritize own work and lead the work of others to effectively manage competing demands, conflicting priorities, sensitive issues, pressures and deadlines
- Possess computer literacy in MS Office Suite in a Windows environment, including use of Intra/Internet
- Able to use/learn other advanced computer applications or software specific to the work assignments (databases, GIS)
- Possess a high degree of accuracy and ability to draft legal agreements designed to secure land interests for the City and/or releases, including agreements of purchase or sale, easements, licences, etc.
- Possess research skills and the ability to interpret/analyze/evaluate issues and to make decisions/formulate recommendations
- Able to perform financial analysis and accurately estimate project costs on an ongoing basis
- Able to write comprehensive reports prepared in formats conducive to various audiences and City Council
- Possess strong presentation abilities, in order to appear before the public, Committees or Council to present information and recommendations on property related issues
- Possess excellent interpersonal, communication, and public relations skills
- Demonstrated ability to select and effectively manage the work of consultants retained to provide real property reports
- Proven negotiation skills to conduct successful negotiations with a wide variety of internal/external stakeholders and/or their agents, to secure the required property interests for the City
- Possess conflict resolution skills to influence decisions, at times under adverse conditions
- Thorough, self-motivated and reliable
- Organized, analytical and attentive to detail
- Possess sound judgment, tact and discretion
- Flexible and adaptable
- Possess a customer service orientation in dealing with property owners and the public
- Able to negotiate and influence effectively and to deal with contentious issues and situations
- Possess leadership skills, initiative and creativity

## **WHAT YOU NEED TO KNOW**

- Language Requirement: English oral, reading, writing
- Driver's License Requirement: A valid Ontario unrestricted G class driver's license (or provincial equivalent) with no more than 6 demerit points accumulated
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.
- Please save a copy of the job poster. Once the closing date has passed, it will no longer be available.

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

The City of Ottawa promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, people with disabilities, Aboriginal peoples and persons of all races, ethnic origins, religions, sexual orientations, and gender identities and expressions.

The City of Ottawa provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.

Accessible formats and communication supports are available upon request. Please contact the [HR Service Centre](#) at 613-580-2424, extension 47411.