

Senior Real Estate Officer

\$90,159 – \$108,192
(Non-Union Full Time)

In 2008, the Toronto District School Board (TDSB) established the Toronto Lands Corporation (TLC) to be its independent arm's length real estate agency. Authorized by a Shareholder's Direction, the TDSB expanded TLC's mandate to include Board-wide real-estate, land use planning, asset management and leasing, fostering partnerships, integrating community hubs/services through the redevelopment of school sites or the modernization of schools. With approximately 600 properties in TDSB's inventory, TLC now manages one of the largest public asset portfolios located in Ontario's most dynamic and development impacted cities. Through the initialization and alignment of its cross functional senior management team, TLC will effectively respond to its expanded mandate while maximizing opportunities and benefits to the TDSB, its students and the communities served.

Reporting to the Manager, Real Estate & Leasing, this position will have responsibility for providing expertise in negotiating real estate transactions for the purpose of leasing, community partnerships, shared-use agreements, acquisitions, redevelopments, land exchanges and dispositions including partial property interests, such as easements. As part of a team, the Real Estate Officer will be responsible for relying on best practices, established policies, procedures, guidelines and protocols and guided by the Corporation's overall objectives. With a strong real estate background combined with education and experience, the Senior Real Estate Officer will work collaboratively with the TLC team, key TDSB departments, community groups, external consultants and the general public to effectively respond to a wide range of real estate projects that impact school board sites and communities.

Role Accountabilities:

- Provide professional advice and support in the areas of real estate including acquisition, disposition (fee, strata, easements) redevelopment, land exchange.
- Assist with the preparation of proposals for disposition in compliance with Ontario Regulation 444/98, Disposition of Surplus Real Property, develop terms of reference, undertake feasibility studies, issue requests for proposals (RFPs), requests for quotes (RFQ;s) respecting leasing, property management and disposition opportunities.
- Lead public consultations on behalf of TLC at public meetings, committee meetings and standing committees, as may be required.
- Utilizing an evolving professional background that includes commercial, industrial, institutional real estate properties, provide sound and effective solutions when negotiating new agreements and resolving issues.
- Working collaboratively with the TLC team, to provide comparative financial analysis on various projects, manage and negotiate a variety of real estate transactions that support TLC/TDSB objectives and impact on school board operations and TDSB sites.
- In consultation with the Manager, responsible for negotiations in a wide range of real estate transactions: acquisitions, dispositions (fee, strata, partial, easements) temporary access agreements with public/private sector
- Negotiate with consultants, lawyers, planners, environmental consultants, appraisers and engineers and assess potential costs, risks and liabilities and manage a transaction process in a fair, open and transparent process.
- Draft board reports and participate in policy, process development.
- Ensure adherence to industry standards, TDSB and Provincial policies, acts or regulations that apply to leasing and sale transactions governing school boards and

- contract specifications in the management of contractors, vendors and suppliers.
- Liaise with TDSB staff and other stakeholders as appropriate for the sale, lease or other property agreements of surplus and operating school facilities.
- Knowledge of applicable legislation such as Residential Tenancies Act, Planning Act, Ontario Building Code, Labour Relations Act, the Ontario Human Rights Code, Ministry of Education and associated regulations and policies pertaining to real property (Regulation 444/98, Planning and Partnership Guidelines)
- Demonstrated knowledge and application of market trends, market rents, market conditions, accounting reporting and understanding principles of market value with all factors that will assist the team in providing and developing real estate reports for the TDSB portfolio and develop on-going standards for the effective utilization of the asset portfolio.
- Formulate, manage or participate in the preparation of annual property and corporate operating and capital cost budgets; work collaboratively with TDSB Finance
- Demonstrated commitment to service excellence standards for the Real Estate Unit.

Qualifications - Preferred Candidate:

- University degree in real estate, finance, business, or a related discipline in combination with another related designation(s) or candidate member in good standing, such as a CRA or AACI with the Appraisal Institute of Canada; or SR/WA, Right of Way Association, Property Management Certificate, RPA, CPM, or eligibility for membership in the Real Estate Institute of Canada and/or Building Owners and Managers Association.
- Demonstrated real estate experience of a minimum of four to five years which illustrates a range of knowledge and understanding of the complexities of the real estate industry with a focus on transaction management (leases/dispositions/facilities management/finance reporting) with diverse stakeholders.
- Excellent organizational, time management and multi-tasking skills to manage, supervise, and balance a number of projects simultaneously and to meet deadlines.
- Preference will be given to those candidates with a combination of private and public sector experience.
- Thorough understanding and knowledge of municipal and provincial legislation applicable to real estate projects including various codes, standards, policies and management practices and procedures that can impact and guide real estate management and transactions, such as ESA, Surveys, Engineering drawings, heritage (land and building), archeology, financial analysis, project management operations, construction maintenance, tenants relations and required reporting, lease administration, property accounting and an understanding of public procurement policies/practices, etc.;
- Strong leadership and managerial skills.
- Demonstrated political and business acumen supporting effective working relationships with diverse stakeholders including communities, TDSB staff, City and Provincial elected officials;
- Excellent analytical and problem-solving and conflict management skills.
- Strong oral and written communication skills
- Proficiency in computer applications such as (relational databases, spreadsheets, project management, presentation packages, Internet browsers, social media and geographic information systems, database management);
- Awareness and commitment in promoting equitable practices which value inclusiveness and diversity.
- Other duties as may be assigned and amended from time to time as project requirements demand
- Valid driver's license and vehicle for transportation to various Toronto District School Board

"TDSB" sites and properties within the Greater Toronto Area.

Special Requirements:

1. TDSB security clearance required.
2. Willingness and availability to work overtime.
3. Valid Class G Driver's License and access to a vehicle for TLC business, travel across the TDSB will be required.

Location:

This position will be located at 60 St. Clair Ave. East, Suite 201 (wheelchair accessible)

How to Apply:

Please send your resume and covering letter in confidence via email:

Include the title of the position you are applying for and what platform you found the position on in the subject line.

***Only applicants selected for an interview will be contacted.
Applications will not be acknowledged in writing.***

Following the advice of Canadian health authorities, to mitigate the risk of potential spread of COVID-19 and support social distancing, initial interviews will be conducted via video conferencing.

***We strive to meet the accommodation needs of persons with disabilities.
Applicants are encouraged to make their needs for accommodation known in advance during the application process.***

Thank you for your interest.