



IDENTIFICATION

Department	Position Title	
Infrastructure	Commercial Development Officer	
Position Number	Community	Division/Region
33-7895	Yellowknife	Facilities and Properties/HQ

PURPOSE OF THE POSITION

The Commercial Development Officer facilitates the implementation of the Commercial Development Program in a manner that ensures the orderly conduct of commercial activities at Government of the Northwest Territories (GNWT) airports through the application of legislation, policies, standards and procedures while meeting the needs of present and future airport users.

SCOPE

Reporting to the Manager, Accommodations Services, the position is located in Yellowknife and provides services to 27 airports. It involves communication and negotiation with airport stakeholders (i.e., other government departments, air carriers, outside agencies and Municipal Governments).

The scope of authorities for this position includes:

- Negotiation, amendment, or replacement of approximately 200 existing / new commercial agreements per year.
- Signing authority for agreements with an initial term up to 10 years including assignments, mortgages and subleases.
- Maintenance of approximately 400 legal agreements with a total value up to \$2.5 million.
- Expenditure initiation authority up to \$20,000.00 and contract performance authority of \$100,000.00.

RESPONSIBILITIES

- 1. Monitors the Commercial Development Program at the corporate, regional and site levels to ensure that airport real property standards are followed and commercial activities are conducted within established legislative and policy frameworks and with respect to Departmental priorities and stakeholder needs.**
 - Develops and maintains legislation, policies and directives governing the commercial development and use of airport real property and commercial activities on airports;
 - Develops and ensures that commercial development procedures and guidelines are maintained and implemented at the corporate, regional and site levels;
 - Develops and maintains standards and formats for legal agreements such as leases, licenses, consents to mortgage, assignment and sub-lease of leasehold interests, and memoranda of understanding/agreement;
 - Monitors Commercial Development activities on airports to ensure compliance with the legislative and policy framework and ensure the highest and best use of airport lands;
 - Prepares briefing notes and decision papers on Commercial Development issues.
- 2. Provides Commercial Development advisory services to headquarters, regional and airport staff, to ensure that airport commercial activities and real property are managed effectively.**
 - Assists in the development and maintenance of data systems relating to legal agreements and real property;
 - Manages the review process of development applications for airport property and makes recommendations for final approval;
 - Provides recommendations to regions and airports with respect to alternate uses of commercial property;
 - Participates in the preparation of long term strategies for development and marketing commercial real property and activities on airports, including real estate and retail plans;
 - Represents the Commercial Development interests of the Department by participation in various inter-governmental and stakeholders committees;
 - Prepares briefing notes and decision papers on Commercial Development issues.
 - Participates in developing Capital and O&M (Operation and Maintenance) plans;
 - Provides advice to management, airport management, and industry stakeholders on commercial development issues including the interpretation of diverse legal agreements;
 - Provides professional advice to management and airport managers in Commercial Development principles and procedures in order to effectively exercise their responsibilities under the Commissioner's Airports Lands Regulations.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

An office environment in Yellowknife, but during site inspections and regional travel (30% of their time) the incumbent will be exposed in small aircraft, variations of weather, proximity to taxiing aircraft and loud aircraft noises and noisy ground handling equipment .

Sensory Demands

No unusual demands.

Mental Demands

The position travels up to 30% of work time. Confrontational situations with tenants over failure of tenant to comply with legal agreements are a common occurrence.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Knowledge of Canadian Contract Law and commercial property management;
- Commercial agreements affecting Leasehold interests. Legislation and Regulations pertaining to leasing contracts, and commercial property transactions;
- Municipal planning and development processes;
- Airport land use planning and zoning;
- Property appraisals;
- Canadian Land Surveys System;

Skills

- Verbal and written communication, including writing and interpretation of legal documents, financial reports, manuals, management reports, terms of reference, tender specifications, etc.;
- Demonstrated analytical and research skills, coupled with strong report writing ability
- Surveying and methodology used in land use planning;
- Interpretation of site drawings, maps, legal documents, legal surveys, etc.;
- Problem solving with an awareness of political expediency;
- Negotiating agreements;
- Program delivery in a cross-cultural setting;
- Preparing and presenting presentations at an executive level;
- Critically analyzing financial and business reports;

Abilities

- Use property management database and other computer software (incl. Excel);
- Manage competing priorities, often within short time frames;

- Work with minimal supervision;
- Negotiate commercial agreements;
- Work effectively in a team environment;
- Engage external stakeholders, municipal staff and other government departments and agencies in a project setting.

Typically, the above qualifications would be attained by:

- Post-secondary degree in Urban Planning or Real Estate; candidates having a degree in Finance, Commerce or Business Administration, majoring in a related area such as marketing, economics, or Canadian contract law will be considered.
- Minimum 3 years of experience as a Leasing/Property Manager or active in leasing and/or land development for government, government agency or private industry
- Experience in municipal planning processes is also preferred.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☒ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applies)

- ☐ French required (must identify required level below)
 Level required for this Designated Position is:
 ORAL EXPRESSION AND COMPREHENSION
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 READING COMPREHENSION:
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 WRITING SKILLS:
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred