



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Commercial Development Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-735	Yellowknife	Facilities and Properties

## **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, Real Property Services, the position is located in Yellowknife and provides services to 26 airports. It involves communication and negotiation with airport stakeholders (i.e., other government departments, air carriers, outside agencies and municipal and Indigenous 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 and contract performance authority of \$100,000.



## **RESPONSIBILITIES**

### **1. Monitor 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 in alignment with 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, licences, consents to mortgage, assignment and sub-lease of leasehold interests, and memoranda of understanding/agreement.
- Monitors Commercial Development activities at 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. Provide 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 stakeholder committees.
- Prepare briefing notes and decision papers on Commercial Development issues.
- Participates in developing Capital and 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**

During site inspections and regional travel, the incumbent will be exposed to 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 to NWT airports up to 30% of work time.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Canadian Contract Law and commercial property management.
- Knowledge of Commercial agreements affecting leasehold interests, as well as legislation and regulations pertaining to leasing contracts, and commercial property transactions.
- Knowledge of municipal planning and development processes.
- Knowledge of airport land use planning and zoning.
- Knowledge of property appraisals and the Canadian Land Surveys System.
- Verbal and written communication skills, 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.
- Skills in surveying and methodology used in land use planning.
- Ability to interpret site drawings, maps, legal documents, legal surveys, etc.
- Ability to solve problems, with an awareness of political expediency.
- Negotiating skills required for agreements.
- Ability to prepare materials and present them at an executive level.
- Ability to critically analyze financial and business reports.
- Ability to use property management database and other computer software (incl. Excel).
- Ability to effectively manage competing priorities, often within short time frames.
- Ability to work effectively in a team environment.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A degree in Urban Planning, Marketing, Finance, Business Administration or Commerce (Real Estate), and 3 years of relevant experience in leasing, property management, or land development in government, an agency, or private industry.

Equivalent combinations of education and experience will be considered.

**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 applicable)

- 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

**Indigenous language:** Select language

- Required
- Preferred