



## **IDENTIFICATION**

| <b>Department</b>      | <b>Position Title</b>             |                           |
|------------------------|-----------------------------------|---------------------------|
| Infrastructure         | Senior Commercial Leasing Manager |                           |
| <b>Position Number</b> | <b>Community</b>                  | <b>Division/Region</b>    |
| 33-2778                | Yellowknife                       | Facilities and Properties |

## **PURPOSE OF THE POSITION**

The Senior Commercial Leasing Manager manages the development and implementation of improved real property management policies, standards, systems and procedures, office accommodation strategies and plans, budgeting, real estate investment analysis, life cycle costs/benefits analysis, market rent studies, property valuations, leased office space acquisition and administration, revenue lease administration and the disposal of surplus property.

## **SCOPE**

Reporting to the Manager, Real Property Services, the Senior Commercial Leasing Manager provides comprehensive improved real property management services to ensure the cost-effective investment and efficient management of the Government of Northwest Territories (GNWT) leased and owned office accommodation inventory in support of the program delivery needs of GNWT departments, boards and agencies.

The position is based in Yellowknife and works within Real Property Services unit of the Facilities and Properties division. Other responsibilities of the division include facility planning, fleet services, maintenance management, risk management and safety.

The position directly serves all GNWT departments, boards and agencies, and indirectly serves community governments, the federal government and non-governmental organizations ('the clients') throughout the Northwest Territories (NWT).

The position reviews and revises the GNWT improved real property policies, standards, systems and procedures. In addition, the position will implement a performance



measurement system to provide management with the results of office accommodation delivery services.

Within this environment, the incumbent exercises contract initiation authority of \$50,000 and performance authority of \$100,000. The position shares responsibility for managing a lease portfolio valued at \$35.5 million (comprised of 110 expense leases and 10 revenue leases).

A challenge for the position is interacting with a diverse variety of clients and landlords, especially when needs and preferences exceed available budgets. The position must balance their approach when acting as a landlord on behalf of the GNWT or a tenant on behalf of clients.

The position provides regional Department of Infrastructure property management staff with professional advice and technical information in the development and continued management of the lease portfolio.

The position must employ a proactive approach (two to three years ahead of actual requirements) when analyzing client needs to acquire or dispose of space. The resolution of one space requirement problem may lead to a domino effect. In other words, the position must anticipate and address consequential client needs that result from title acquisition or disposal of space.

The position's activities impact on the ability of clients to deliver programs and services from appropriate workspace. The advice and decisions of the incumbent will impact the life-cycle costs to the GNWT for acquisition of office and special purpose workspace or the achievement of policy objectives and revenue in the disposal of space. The position's activities also impact on the reputation of the GNWT for providing fair, consistent and, when necessary, confidential treatment to those involved in the property marketplace.

## **RESPONSIBILITIES**

### **1. Lead the development and revision of policies, standards, systems and procedures for office and special workspace, their acquisition, management and disposal in accordance with professional property and facility management best practices and the priorities and objectives of the GNWT.**

- Formulates and assists with the development of an office accommodation strategy to guide the GNWT's office space capital investments and on-going operating expenditures through development of detailed office plans.
- Leads the development and revision of GNWT and departmental policies, standards, systems and procedures to govern property and facility management.



- Monitors implementation of these policies, standards, systems and procedures within the GNWT to ensure adherence, recommend and implement actions to achieve compliance.
- 2. Acquire, manage and dispose of office and special purpose workspace that meets client needs in accordance with governing authorities and professional practices.**
- Develops long-term strategies to guide the acquisition, management and disposal of GNWT office and special purpose accommodation.
  - Based upon approved office accommodation strategies, develops detailed office plans for clients to deliver space within approved budgets and timeframes.
  - Manages the acquisition through lease, purchase or construction of office and special purpose space to meet client needs while minimizing life-cycle costs.
  - Manages the administration of leases to ensure compliance with terms and conditions of the leases and approved budgets.
  - Manages the disposal of surplus office or special workspace and improved real property, including the revenue leasing of temporarily surplus space.
  - Reports on property and facilities management delivery in accordance with established objectives and performance measures.
  - Maintains and manages the Improved Real Property Inventory to ensure data completeness and accuracy.
- 3. Provide professional property and facilities management advice, consistent with governing authorities, to senior GNWT departmental managers to ensure informed decision-making.**
- Prepares decision-making and information documents such as Executive Council submissions, Financial Management Board (FMB) submissions and Ministerial briefing notes.
  - Conducts complex financial analysis of improved real property investment opportunities such as lease/build/buy/redevelop/disposal.
  - Leads the purchase acquisition or lease of facilities including complex negotiations with internal and external stakeholders.
  - Conducts property appraisals, marketing, negotiations, environmental review and documentation of the disposal of real property assets.
  - Utilizes informed, professional independent judgment to guide real estate team where policies and/or procedures do not provide guidance.
  - Conducts in-depth investigation and extensive research related to real property opportunities taking into account such factors as political impacts, applicable legislation, external consultant management, appraisal information, market conditions, scheduling of construction project.
  - Conducts project planning for facility delivery including stakeholder consultation, critical path analysis, conflict resolution, setting objectives/milestones and monitoring



facility acquisition budgets guide and mentors teammates through use of technical expertise (legal, engineering, appraisal, and negotiations).

**4. Contribute to the on-going development of professional property and facility management practices within the GNWT in accordance with professional standards and governing authorities.**

- Represents the GNWT and clients with landlords and others involved in the property marketplace to ensure the achievement of GNWT objectives and to meet client space needs in a professional manner.
- Conducts regional audits to promote professional practices in accordance with governing authorities and industry standards.
- Develops and delivers training in property and facility management techniques to regional Department of Infrastructure staff to ensure consistent practices.

**WORKING CONDITIONS**

**Physical Demands**

Visits sites, weekly, for 1 to 3 hours; climbing and maneuvering in awkward positions during inspections.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

No unusual demands.

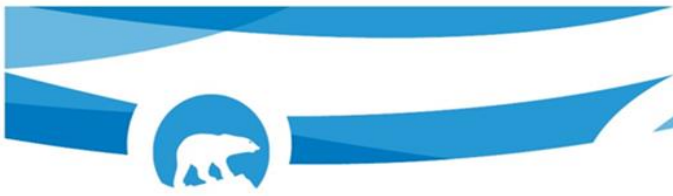
**Mental Demands**

Duty travel for approximately 2-5 days per month. On a monthly basis, there is expectation to be meetings that are confrontational in nature, lasting up to three hours per session, with discussions likely requiring active management to maintain focus and ensure productive outcomes.



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of property and facility management theory and principles.
- Ability to provide professional services to clients.
- Skilled in financial modeling including lease/build/buy analysis, mortgage financing, discounted cash flow analysis, property valuation methodology, complex real estate transactions (lease proposals, property redevelopment, purchase and sale) and the application of lease administration procedures and contract law.
- Oral and written communication skills to seek approval, conveyor solicit information through a variety of means (Executive Council submissions, FMB submissions, briefing notes, procedural manuals, and client presentations) to a variety of audiences that have different information needs and understandings of property and facilities management.
- Interpersonal skills to facilitate planning and client decision making, manage conflicts, negotiate solutions and resolve disputes.
- Negotiating skills to successfully negotiate the acquisition or disposal of office or special workspace.
- Ability to lead and work effectively and create productive relationships with diverse individuals and groups, influencing, negotiating and motivating as required to produce desired outcomes.
- Problem solving and analytical skills to apply professional knowledge to the wide variety of acquisition, management and disposal situations encountered when performing responsibilities.
- Knowledge of spreadsheet, database, word processing and presentation software to operate in a computerized work environment.
- Proficiency in working with CAD-drawings, blueprints, and or other architectural and engineering-based data programs.
- Knowledge of all applicable legislation related to the northern lease and property management environment and the northern political and economic environment to plan, problem-solve and manage responsibilities.
- Ability to work with minimal supervision and exercise highly independent judgment and discretion in dealing with confidential matters.
- Knowledge of property management issues as they relate to buildings in permafrost environments subject to severe cold for several months of the year.
- Ability to understand client space needs and assist with development of request for proposals.
- 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 Marketing, Economics or Urban Planning and 3 years of experience in property management, working with a variety of lease and building types and sizes.

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