



IDENTIFICATION

Department		Position Title	
Infrastructure		Senior Commercial Leasing Manager	
Position Number		Community	Division/Region
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 of Accommodation 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 works within the Infrastructure Facilities and Properties Division which is part of the overall Headquarters (HQ) Asset Management area located in Yellowknife. Other responsibilities within the Division include Maintenance Management, Corporate Capital Planning, Risk Management & Safety.

The position directly serves all GNWT departments, boards and agencies; and indirectly serves community and federal government departments, 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 position exercises contract initiation authority of \$50,000 and performance authority of \$100,000. The position shares responsibility for managing a lease portfolio valued at \$17 million (comprised of 50-60 expense leases and 20-30 revenue leases).

A challenge for the position is interacting with a 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 Departmental 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 (2-3 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 the acquisition or disposal of space.

The position's activities impact on the ability of clients to deliver programs and services from appropriate work space. The advice and decisions of the position will impact the life-cycle costs to the GNWT for acquisition of office and special purpose work space 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 work space, their acquisition, management and disposal in accordance with professional property and facility management best practices and the priorities and objectives of the GNWT.

- Formulate and assist 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.
- Lead the development and revision of GNWT and departmental policies, standards, systems and procedures to govern property and facility management.
- Monitor 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 work space that meets client needs in accordance with governing authorities and professional practices.**
 - Develop long-term strategies to guide the acquisition, management and disposal of GNWT office and special purpose accommodation.
 - Based upon approved office accommodation strategies, develop detailed office plans for clients to deliver space within approved budgets and timeframes.
 - Manage the acquisition through lease, purchase or construction of office and special purpose space to meet client needs while minimizing life-cycle costs.
 - Manage the administration of leases to ensure compliance with terms and conditions of the leases and approved budgets.
 - Manage the disposal of surplus office or special work space and improved real property, including the revenue leasing of temporarily surplus space.
 - Report on property and facilities management delivery in accordance with established objectives and performance measures.
 - Maintain and manage 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.**
 - Prepare decision-making and information documents such as Cabinet Decision Papers and Financial Management Board (FMB) Submissions, Information Items and Ministerial Briefing Notes.
 - Conduct complex financial analysis of improved real property investment opportunities such as lease/build/buy/redevelop/disposal.
 - Lead the purchase acquisition or lease of facilities including complex negotiations with internal and external stakeholders.
 - Conduct property appraisals, marketing, negotiations, environmental review and documentation of the disposal of real property assets.
 - Utilize informed, professional independent judgment to guide real estate team where policies and/or procedures do not provide guidance.
 - Conduct 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.
 - Project planning for facility delivery including stakeholder consultation, critical path analysis, conflict resolution, setting objectives/milestones and monitoring facility acquisition budgets guide and mentor 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.

- Represent 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.
- Conduct regional audits to promote professional practices in accordance with governing authorities and industry standards.
- Develop and deliver training in property and facility management techniques to regional Department's 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

Frequent interruptions during the work day for 1 minute to 1 hour; concentrated effort must be maintained.

Sensory Demands

No unusual demands.

Mental Demands

Duty travel for approximately 2 to 5 days per month. Confrontational meetings, monthly, up to 3 hours.

KNOWLEDGE, SKILLS AND ABILITIES

- Seasoned proficiency in the application of property and facility management theory and principles to provide professional services to clients; proficiencies include strong financial modeling skills and experience 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 to manage the GNWT lease portfolio.
- Excellent interpersonal skills to facilitate planning and client decision-making, manage conflicts, negotiate solutions and resolve disputes.
- Excellent oral and written communication skills to seek approval, conveyer solicit information through a variety of means (Decision Papers, 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.
- Mature negotiating skills to successfully negotiate the acquisition or disposal of office or

special work space.

- Ability to lead and work effectively and create productive relationships with diverse individuals and groups, influencing, negotiating and motivating as required producing 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.
- Proficiency in spreadsheet, data base, 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 in a cross cultural environment to represent the GNWT and to understand client needs.
- 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 work with stakeholders in small communities, Aboriginal leaders, and municipal senior managers.
- Ability to work with stakeholders where there are communication barriers.

Typically, the above qualifications would be attained by:

Completion of a post-secondary degree in marketing, economics, urban planning and 5 years related experience; or,

Certified Property Manager or Facility Management Administrator combined with 10 years of experience in a property management work environment (including 5 years of experience with a variety of lease and building types and sizes).

It would be beneficial for the incumbent to have 3 years working in a Northern cross-cultural environment.

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