

Non Union

Job Title:	Real Estate Officer		
Job Opening Id:	26054	# Required:	1
Business Unit:	Corporate Services	Division:	Procurement & Strategic Acquisitions
Location:	Headquarters Campbell East	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	6	Salary Range:	\$ 76, 130.00 - \$89, 560.00
Post Date:	2020-06-15	Close Date:	2020-07-05

Serving a diverse urban and rural population of more than 430,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

Job Summary

Reporting to the Manager Strategic Sourcing, the Real Estate Officer is responsible for project management of the Real Property interests of the Region, including the acquisition of real property interests for Regional Capital projects, disposition of surplus property, lease, license, and encroachment agreements as required.

Education

Post-secondary degree in Business Administration, Economics, Geography.

Knowledge

Minimum of 5 years' experience in real estate appraisal or property management or associated real property firms/activities.

Accreditation (or working towards) under the International Right of Way Association and/or Appraisal Institute of Canada.

Knowledge of property appraisal practices and principles, real estate acquisition, lease, license and disposal, expropriation.

Knowledge of legal surveys & municipal official plans, land use, zoning, building codes, the Land Titles and Registry system, Landlord and Tenant Act, Expropriation Act, Environmental Assessment Act, Real Estate Law, Occupational Health and Safety regulations, real estate practices including law, legislation, appraisal, land use planning, economics and market research.

Proficiency in MS office.

Responsibilities

Negotiate and Recommend

Real estate transactions (land acquisitions, disposals, leases, licenses, easements and other limited interest transactions) including management of properties on behalf of, and in cooperation with line departments

With property owners, their agents, or solicitors, affecting offers and entitlements

Leases, licenses, easements and other limited interests in property

Prepare recommendations for Council

Research and Consult

To implement strategies, policies, and procedures to ensure maximum return on Regional properties

Market information for acquisition, leases and licenses of real property

Development of real estate strategies, policies and procedures to ensure maximum return on Regional properties

With legal counsel when required on complex or politically challenging situations arise

Lead/Coach

Provide instruction and mentoring to junior Property Coordinators and Lease Coordinator

Direct and oversee contacts with external contractors

By providing direction and functional guidance to independent appraisers

Coordinate and Prepare

Contracts with outside consultants including appraisers, environmental specialists, negotiators, demolition experts

Arrangements for encroachment agreements on Regional property

Reports to Council, Committee and Senior Management

Facilitation and completion of surveys, property inspections, property searches, space and business planning with line departments

Property valuations and market value estimates

Liaison

As required, with other levels of government, and stakeholders respond to inquiries from Council, staff and the general public regarding property interests

As a member of project teams associated with assigned capital projects

With staff, members of the public, local area municipal departments, utilities, public agencies and real estate authorities

Respond to inquiries from internal departments, government agencies, the public and members of Council

Special Requirements

Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect.

To view the full job description and requirements, visit our Careers page - **Job Opening #26054**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges.....today!

Let us know why you would be an excellent team member by submitting your online application no later than July 5, 2020 before midnight by visiting our 'Careers' page at www.niagararegion.ca . We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.