

## Job Description

### Manager, Property Acquisition - (PRE0074)

Employee Status Regular

Office Name 10 Bay Street

**\$108,615 - \$147,641 per annum**

**Metrolinx** is connecting communities across the Greater Golden Horseshoe. Metrolinx operates GO Transit and UP Express, as well as the PRESTO fare payment system. We are also building new and improved rapid transit, including GO Expansion, Light Rail Transit routes, and major expansions to Toronto's subway system, to get people where they need to go, better, faster and easier. Metrolinx is an agency of the Government of Ontario

Our Property Acquisitions Group within the Capital Projects Group (CPG) is looking for multiple Managers to manage and coordinate the complex real estate acquisitions program; including real property acquisitions associated with large, complex multi-billion dollar capital projects (e.g. expansion of railway corridors, rail and bus stations, parking facilities, fleet storage and maintenance facilities) in accordance with Metrolinx's policies, procedures and best practices.

## Key Responsibilities

- Plans and manages the complex real estate acquisition program to support and ensure successful completion and coordination of efforts for all Metrolinx
- Develops and maintains corporate real estate acquisition policies to ensure alignment with and support the delivery and implementation of all capital infrastructure projects within CPG
- Administers, expedites, and approves the process of real estate due diligence required for property acquisitions (e.g. completion of property appraisals, title searches, preliminary plans, environmental reports, reference plans, heritage studies)
- Provides leadership and expertise on project management and property acquisition strategies including appropriate acts and legislation; and consideration of the procurement method(s) being used in the delivery of capital infrastructure projects (e.g. Alternative Financing & Procurement).
- Provides technical advice for property requirements coordination and input into the development of property acquisition strategies and plans for RT and RER projects.
- Provides expertise on risk mitigation strategies to ensure compliance with Metrolinx policies and procedures, design and schedule requirements and to manage Metrolinx' liability throughout the lifecycle of projects as they pertain to property acquisitions for RT and RER Projects.
- Represents Metrolinx on property acquisition matters and serves as the primary contact to the real estate community
- Leads challenging and high-profile property acquisition negotiations, particularly in those situations posing a significant reputation risk to Metrolinx, of a sensitive nature or those involving significant financial compensations for projects.
- Supervises 2-5 employees in a large work group or small department performing related tasks
- Oversees work of internal and external real estate and project personnel and advises on transit expansion projects; manages and directs staff and consultants engaged in project teams

**Location:** 10 Bay St., Toronto

**File #:** PRE0074

### Qualifications

- Completion of a degree in Business Administration, Project Management, Urban & Regional Planning, Urban Land Economics, or a related discipline – or a combination of education, training and experience deemed equivalent
- Minimum eight (8) years' progressive experience leading real estate acquisition and property management programs, ideally for an owner/public sector agency within a multi-billion dollar (>\$1B) infrastructure/transit project environment.
- Strong knowledge and experience interpreting and applying relevant legislation, contracts, agreements, and engineering and survey plans related to property acquisitions.
- Extensive experience leading, prioritizing, and managing numerous project initiatives in a collaborative, fast-paced environment (e.g. project development, project progress, managing related staff and project resources, monitoring project activities for adherence to timelines, and monitoring project performance results
- Strong knowledge of Human Resources legislation (e.g. Employment Standards Act, Occupational Health & Safety Act, etc.) to monitor and manage employees and contractors, including experience in the application of collective agreement provisions
- Highly skilled in exercising tact, initiative, and resourcefulness to draft, negotiate, or amend agreements and contracts
- Experience with various procurement methods, both traditional and non-traditional (**especially AFP – Alternate Financing Procurement**) would be preferred
- Project Management experience would be an asset
- Management and leadership skills to manage and motivate departmental staff, and lead projects.
- Excellent interpersonal and oral/written/presentation skills to prepare professional, comprehensive reports and presentation materials to a variety of audiences including executive management, a Board of Directors, and external stakeholders

To apply for this position, please submit your resume and cover letter online, no later than **July 24, 2020**

Please be advised, Metrolinx uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition. Please be advised that a Criminal Record Search may be required of the successful candidate. Should it be determined that any background information provided be misleading, inaccurate or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

**We thank all applicants for their interest, however, only those selected for further consideration will be contacted. Accommodation will be provided throughout the hiring process, as required.**

***AN EQUAL OPPORTUNITY EMPLOYER***

**Closing Date (Period for Applying) - External 24-Jul-2020**