

# Job Title: Senior Realty Officer

*At the Region of Halton, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Region of Halton is committed to providing accommodations throughout the recruitment process.*

*Halton Region serves more than 595,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to delivering high quality programs and services that make Halton a great place to live and work.*

*Joining Halton Region opens the door to a fulfilling career. Our comprehensive compensation, great benefits and employee recognition program are a few reasons why we are one of the GTA's Top Employers.*

*We engage great people who contribute to meaningful work that makes a positive difference in our community. As an employee, you will be part of a progressive, service focused and award winning employer with a diverse and inclusive work environment. At Halton, you are encouraged to grow and succeed in your career and are recognized for your accomplishments and contributions.*

***As an employer of choice, Halton Region recognizes the many benefits of hybrid work arrangements including flexibility and better work-life balance for our employees. Where the work permits, employees will have the choice to work where they can have the greatest impact on achieving our goals. Please note, this position is eligible for our Hybrid Work Program/Work from Home Arrangement.***

**Posting ID:** 779

**Department:** Legislative & Planning Services

**Division:** Legal Services

**Job Type:** Permanent

**Hours of Work:** 35 hours per week

**Work Location:** Halton Regional Centre, 1151 Bronte Road, Oakville

**Employee Group:** MMSG

**Posting Date:** June 9, 2022

**Application Deadline:** June 30, 2022

## Job Summary

Reporting to the Manager of Realty Services, this role is responsible for providing technical and appraisal support and will conduct transactional real property negotiations to support all Departments of the Regional Corporation.

## Duties & Responsibilities

- Negotiates the acquisition of real property interests by direct contact with all involved parties/owners/landlords, solicitors, etc.
- Reviews appraisal reports prepared by external appraisers and advises the Manager of Realty Services with respect to the accuracy and reasonableness of same. May be required to appraise real property interests for internal purposes through field research, review of office files, and data.
- Completes strategic real estate studies including: asset reviews; feasibility studies; cost/benefit analyses; adaptive use studies; financial modeling and discount cash flow analysis; needs analyses; building conditions assessments, and acquisition/ disposal strategies.
- Provides updated market data information with respect to economic trends, real estate market conditions, sales, listings, rentals, vacancy rates and absorption rates.
- Collaborates with Legal Services and internal client groups to complete transactions.
- Prepares standardized legal documents including Offers to Purchase, Agreements of Sale, Easements, agreements related to Expropriation, License Agreements, and Leases.
- Assists in resolving business loss issues including mitigation and settlement recommendations.
- Assists with implementation and administration of real estate inventories and land management systems.
- Responds to inquiries on vacant land, property boundaries, ownership rights and availability of Regional property.
- Coordinate with local municipalities and other public agencies as required.
- Prepares technical reports and reports to Regional Council.

- Performs other duties as assigned.

## **Skills & Qualifications**

### **Essential**

- Degree in Economics or Business Administration or relevant discipline.
- Accreditation (or working towards) by the Appraisal Institute of Canada and/or the International Right of Way Association.
- Five to seven (5-7) years of direct experience with municipal/public sector real estate acquisitions.
- Knowledge of appraisal theory and practice and strong technical knowledge and background in construction relating to municipal infrastructure.
- Strongly developed skills and understanding of negotiating methods, excellent presentation, written communication, and familiarity with land use planning concepts

### **Preferred**

- Knowledge of the Municipal Act and Statutory requirements, Expropriations Act, Residential Tenancies Act, Ontario Municipal Board decisions and precedents.

## **Working/ Employment Conditions**

### **Working Conditions**

- Flexibility in work schedule is required for work outside core office hours as needed.
- Travel will be required. Must provide own transportation.

### **Employment Conditions**

- The successful candidate will be made an offer of employment on condition that the Regional Municipality of Halton receives a current (obtained within the past six (6) months), original and acceptable Criminal Records Check, by the first day of employment.
- The successful candidate will be required to provide a copy of their driver's license prior to their first day of employment.
- In support of the Region's commitment to a healthy and safe workplace and community, the Region has a vaccination requirement for all employees. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and able to provide proof of vaccination. The candidate will be asked to provide the Region with proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If the candidate is unable to vaccinate for a reason protected by the Code, a request for accommodation can be requested and written proof satisfactory to the Region will be required.

### **Important information about your application:**

- If you require accommodation, please notify us and we will work with you to meet your needs.
- We encourage applications from all qualified individuals; however, only those under consideration will be contacted.
- Applications will be accepted up to midnight of the application deadline.
- If you experience any issues with submitting your application, please contact HR Access at 905-825-6000 extension 7700.
- Applications that are not submitted online will not be considered.
- Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.
- If selected for an interview, you will be contacted by email and/or phone. Please ensure the contact information provided on your resume is up to date and that you check your email and voicemail regularly.



