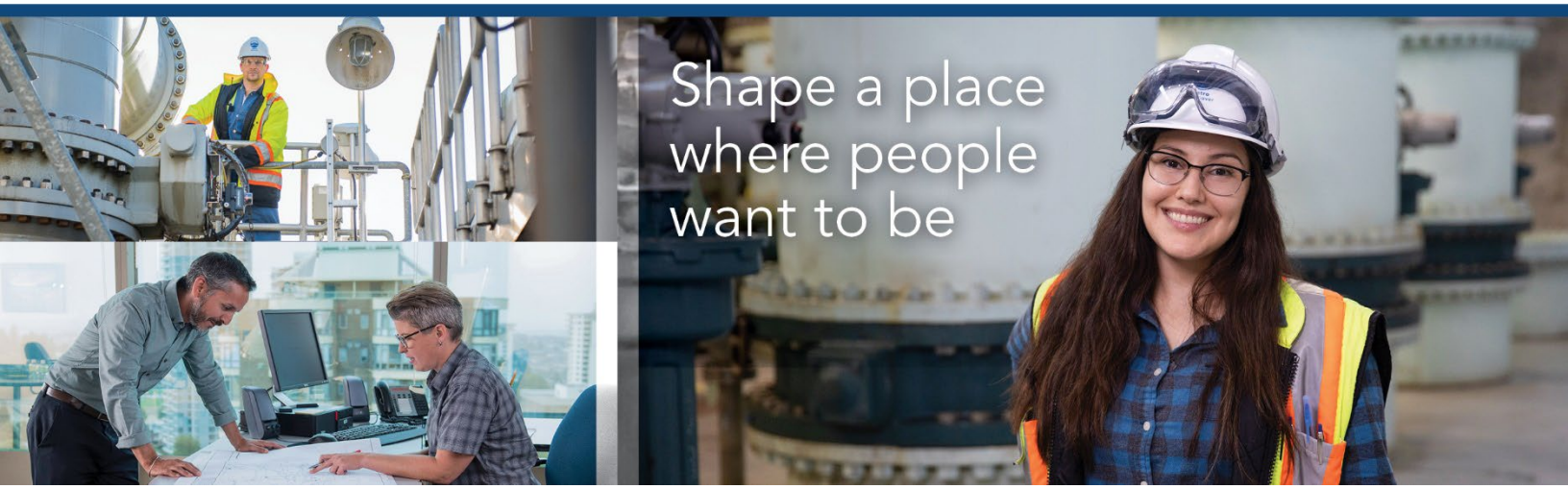
metrovancouver



Position Title: Manager, Real Estate Services
Position Status: Full-Time Regular
Department: Procurement & Real Estate Services
Employee Group: Exempt
Location: 4515 Central Boulevard, Burnaby
Salary Range/ Wage Rate: Management / Leadership, Level M2 ($126,613.83 - $148,970.80 annually) (2024 wage rates)

Our Procurement and Real Estate Services Department is seeking a Manager, Real Estate Services for our Real Estate Services division. This is a leadership position within the division's management team. This position will lead a team that will carry out a wide variety of transactions from acquisition of fee simple lands to other interests in land and will participate in the creation and maintenance of the District's real estate strategies. This specific real estate manager role is expected to lead the "major projects" team in support of the delivery of major infrastructure projects that are complex and multi-year in nature and which require very strategic and analytical approaches. However, portfolio assignments within the management team may be adjusted over time based on evolving organizational needs. A key role for this position includes communications and negotiations with governmental and First Nations entities. Presentations to senior leadership, First Nations, and other stakeholders may be required from time to time. This position will also play a key role in Real Estate Services' senior leadership team in the operations of the division.

You are: A real estate professional with strong leadership abilities; have significant experience in the negotiation of property rights; have a positive and enthusiastic attitude; enjoy being part of a lively and dynamic team; organized and detail-oriented; dependable and reliable; courteous and respectful; and personally invested in supporting others and guaranteeing satisfaction.

The Manager, Real Estate Services reports to the Director, Real Estate Services.

To apply for this opportunity, please email your resume, cover letter, to:

Allan Welyk
President & Director
ELEVATE Search Group
Email: allan@elevatesearchgroup.com
Web: www.elevatesearchgroup.com

This role:

- Works as part of a team to manage the provision of professional real estate services and advice to Metro Vancouver's various legal entities (GVS&DD, GVWD, GVRD and Metro Vancouver Housing). Manages acquisitions, disposals, and ongoing management of the organization's real estate interests and rights (both as property owner and tenant) including fee simple, statutory right-of-ways, licenses, permits, and leases. Works effectively to minimize expense, liability, and risk exposure and optimize revenue and opportunities for client departments.

- Identifies opportunities to optimize assigned real estate assets and property interests and provides recommendations to the Director to support departmental and corporate objectives. Contributes to portfolio planning by assessing emerging property needs, market conditions, operational risks, and opportunities.

- Contributes in preparing and managing the Division's budget and is accountable for monitoring and controlling spending ensuring the effective and efficient expenditure of allocated funds. Contributes to short and long-term planning and makes recommendations regarding the priorities. May be responsible for the annual review and payment of applicable property taxes including formal appeals of assessments.

- Contributes to the development and implementation of divisional strategies, annual work plans, service improvements, and performance objectives, ensuring assigned work aligns with approved priorities and available resources.

- Within delegated authority directs and approves the appraisal and negotiation of real estate interests with private and public owners. Handles complex and/or controversial acquisitions, disposals, and administration of real estate interests. Recommends settlements; manages and guides processes for expropriations and/or right of way requirements; and provides rationale and appropriate legal documentation for the Director's review and submission for CAO and/or Board approval.

- Manages property acquisition and/or right-of-way requirements for capital projects including preparing and implementing business cases, budgets and project plans. Recommends land purchase agreements and expenditures and/or right-of-way administrative requirements and obtains Director and appropriate executive approval for binding legal commitments. Prepares and presents reports on activities. Develops and evaluates business cases, options analyses, forecasts, and recommendations to support investment decisions, property acquisitions, dispositions, and long-term operational requirements.

- Provides confidential advice and guidance to senior staff, client departments and Metro Vancouver's Committees and Boards and acts as a key resource in real estate appraisal, negotiation, and administration. Liaises with staff from other orders of government and non-government agencies to explain corporate objectives, resolve issues, and ensure the timely progression of projects. Intervenes in negotiations to resolve conflict or impasses and retains and directs consultants, appraisers, and other experts as required and approved.

- Works collaboratively with client departments to identify and evaluate real estate strategies that support infrastructure, utility, housing, and service delivery objectives, and translates complex property considerations into practical implementation plans.

- Interprets and implements corporate policy relevant to area of work such as the Real Estate Authority Policy and makes recommendations on changes to the Director. Explains policy and objectives to staff and the public and provides direction accordingly.

- Hires, supervises, directs, and develops staff, monitoring performance towards division, department, and corporate objectives. Ensures staff adhere to corporate workplace conduct policies. Leads, coaches, and develops staff recognizing the importance of training.

- Collaborates with other real estate managers to establish priorities, coordinate resources, balance workloads and ensure consistent service delivery across the department.

- Keeps current with regulations and laws governing work. Researches, analyzes, and evaluates information with respect to property values, market trends, major civic, or private development projects and their effects and influence on property values. Ensures work is performed in accordance to the best interests of the organization and industry best practices. Provides input and suggestions to support divisional strategic planning, decision making and initiatives.

- Develops, monitors, and reports on portfolio, project, and operational performance metrics. Analyzes market, financial, operational, and real estate data to identify trends, risks, and opportunities, and provides recommendations that support evidence-based decision making, business planning, and service improvements.

- Performs other related duties as required.

To be successful, you have:

- 5 years of recent, related experience supplemented by a university degree or diploma in a relevant discipline such as commerce, real estate, urban land economics, or law; or an equivalent combination of training and experience.

- RI professional designation with the Real Estate Institute of BC or AACI designation with the Appraisal Institute of Canada. Specialized training in negotiation, conflict resolution, labour relations, project management, contract preparation, and administration is an asset.

- Sound ability to appraise real estate value and effectively negotiate with tact and diplomacy to acquire, manage, and dispose of interests in real property. Demonstrated ability to provide guidance and direction to staff on the same and resolve complex, divisive, and controversial real property transactions and challenges in the best interests of the organization.

- Sound knowledge related to the regulations, laws, acts, statutes, policies, and objectives governing work including expropriation and by-laws and processes relevant to zoning, sub-division, site development, and building permits. Demonstrated ability to lead the property acquisition requirements of large development projects.

- Demonstrated ability to provide professional solutions and troubleshoot a wide variety of complex real property matters. Demonstrated ability to collect, analyze, and interpret complex real estate, financial, and operational information and translate data into actionable recommendations, performance insights, and business cases.

- Sound knowledge and understanding of Metro Vancouver's functions, processes, and objectives. Ability to provide practical advice, solutions, and recommendations aptly suited to differing business needs. Considerable knowledge of corporate policies, procedures, goals, and regulations. Ability to contribute to portfolio planning, service improvement initiatives, and long-term property strategies through analysis, stakeholder engagement, and business case development.

- Sound written and oral communication skills. Ability to provide clear instructions and translate technical contractual information to language and context understood by a variety of audiences. Ability to write and revise memos, recommendations, and reports.

- Demonstrated ability to establish and maintain effective working relationships with internal and external contacts. Ability to tactfully respond to inquiries and effectively resolve negotiations in the interest of the organization.

Proven ability to work cooperatively with others; ability to deal with disagreements and prevent the escalation of conflict.

- Ability to manage and monitor budgets ensuring the effective and efficient expenditure of allocated funds within the approved budget. Ability to manage contracts with service providers and contractors.

- Demonstrated supervisory skills and ability to work collaboratively within a multi-manager environment, providing leadership across functional areas. Ability to consistently apply and explain corporate policies and collective agreements. Provides constructive and motivating feedback to staff.

- Ability to use judgment to resolve complex problems requiring urgent remedy. Acts as a resource to staff for advice and guidance on potential approaches and problem situations. Demonstrates persistence in overcoming obstacles.

- Ability to develop and monitor performance measures, analyze portfolio trends, evaluate risks and opportunities and support evidence-based decision making.

- Valid BC Class 5 Driver's License.

APPENDIX:
The incumbents in this role may be assigned specialized portfolios of responsibility, that include some or all of the duties outlined in this job description. Portfolios may be structured around functional specialization or other considerations. For example, one Manager may specialize in property acquisitions for capital projects and another may specialize in on-going property right administration and management obligations that arise out of owning and occupying land both as a land owner and tenant. The role may also include managing site development project approvals such as rezoning, subdivision, and other development applications. Portfolio assignments, team structures and specializations are subject to change depending on the operational requirements of the division.

Managers may be assigned different portfolios of responsibility and may periodically rotate accountabilities to broaden experience, strengthen organizational resiliency, support succession planning and enhance departmental flexibility. Managers are expected to develop and maintain knowledge across multiple functional areas to enable effective cross-portfolio leadership, maintain operational continuity, respond to changing business needs and promote knowledge transfer and leadership development.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancouver.org for support. Learn more about our commitments to diversity, equity, and inclusion here.