

Leadership Opportunity



SUPERVISOR, REAL PROPERTY
Employee & Business Services – Real Property Asset Management
Salary Band 8: Range - \$77,828 - \$97,285
Role Profile: Supervisor I
Location: 10 Peel Centre Drive, Suite B, Brampton

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The Department, Division and its Strategy:

The Employee and Business Services (EBS) Department consists of four divisions responsible for delivering services to assist in the delivery of Peel's programs to benefit our growing community. Together, these divisions provide real property and asset management services, human resource services, information and technology services, property management, and purchasing services to the entire organization.

The Real Property Asset Management division manages and maintains the Region's real estate and leasing portfolio, asset renewal and construction projects, energy management, asset preservation and long term capital planning.

The Supervisor, Real Property will strategically manage the Region's real property inventory of approximately 200 real property assets and 10,000 easements. This will include management and development of the property database, and the real estate policies for the Real Estate section.

You will be required to lead and supervise a highly technical and specialized team dealing with taxation of Region-owned real estate, surplus property valuation and disposal, environmental review of property, interpretation of legislation, policy review and creation, corporate reporting on the real estate portfolio, and all other related real estate activities pertaining to the real property inventory.

The Team You Will Lead:

The Supervisor, Real Property will lead a team of highly competent and effective technical professionals. You will oversee a staff complement of approximately three employees.

Your Role:

Reporting to the Manager Real Property and Facility Acquisitions, you will rationalize real property inventory, create recommendations to senior management and Council for surplus disposal and perform annual reviews of the assessment and taxation of region-owned assets.

You will perform maintenance, expansion, and corporate positioning for Real Estate's database (e.g., registration information, date of purchase, zoning) and conduct environmental review of existing assets and proposed acquisitions.

You will be accountable for managing the overall administrative control of the real estate records system and file management including closure along with updating the various real estate policies and procedures in accordance with current legislation.

As an effective leader, you will ensure appropriate land policies are in place including environmental, inter-municipal, inventory. In addition, you will investigate and analyse real property inventory management to determine and develop appropriate real property policies.

Your refined leadership skills will assist in responding to enquiries from senior management, elected officials, area municipalities, and various stakeholders.

As a leader, you will be responsible for co-ordinating multiple projects and you will

manage day-to-day dispute resolutions as necessary to deliver multiple and complex real estate acquisitions while tracking work progress and preparing monthly summaries to senior management.

You have excellent research, budget management, project management and organizational development skills. Your well developed verbal and written communication skills will serve you well in liaising with internal and external clients while representing the best interest of the Region of Peel. You demonstrate strong leadership skills to build positive partnerships and collaborative relationships.

You possess a relevant degree or college diploma in a related field (i.e., Geography, Urban Planning, Urban Affairs and Real Estate) plus a minimum of 5 years of real estate experience in taxation/assessment and/or in administration of real estate asset management.

You have thorough knowledge of all applicable legislation related to capital projects, including Municipal Act, Environmental Assessment Act and Assessment Act. In addition, you have thorough knowledge of Registry Office/Land Title Office procedures, legal surveys and plans.

You are an active member of the Appraisal Institute of Canada and/or Institute of Municipal Assessors with an AACI, and/or MIMA or AIMA designation, or qualifications leading to such designations.

You have thorough knowledge of general legal matters pertaining to real property and knowledge of real property assessment and tax legislation. Also, you must have strong proficiency in information and technology applications with particular emphasis on database and GIS applications.

You have demonstrated leadership abilities and/or previous supervisory experience to ensure your team builds effective partnerships and collaborative relationships to achieve client excellence.

You demonstrate the ability to negotiate and resolve conflicts required to influence decisions and present information to various audiences and conduct successful negotiations at times under adverse conditions.