

Position Identification

Position Title	Manager, Real Estate		
Position Replaces	N/A		
Position Level	Manager	Position Code	1392
Pay Band	Exempt Band 6	Date (last revised)	Sept-25
Supervisor Title	Director, Real Estate, Supply Chain and Sustainability	Sup. Position Code	1423
Additional Requirement	CRC	N/A	
Exclusion Rationale	On File	Flexible Work Arrangement	Flexible Work
Division	Asset Management		

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services, you can rely on

Department Summary

BC Transit Real Estate is responsible for real estate services required for Operations and Capital Projects throughout the Province of British Columbia. Services include lease & license development, encumbrance management, strategic planning, business rationale, revenue generation, commercial development, market analysis, business cases, including acquisitions, and strategic property holdings.

Job Overview

Reporting to the Director, Real Estate, Supply Chain and Sustainability, the Manager, Real Estate is responsible for the strategic oversight and management of BC Transit's real estate portfolio across the province. This role integrates expertise in urban land economics, financial analysis, and transit planning to ensure real estate decisions align with BC Transit's operational goals and long term infrastructure strategies.

The Manager leads the acquisition, disposition, and leasing of real estate assets to support service expansion, and capital development. This includes identifying and securing new properties, negotiating and managing leases (as both lessee and lessor), and optimizing the use

of BC Transit-owned lands for operational and commercial purposes. The role also oversees revenue opportunities related to property holdings, ensures accurate tracking of payments and recoveries, and maintains strong collaboration with local governments and the Ministry of Transportation and Transit to coordinate land use and transit-oriented development initiatives

Key Accountabilities and Expectations

Key Accountability	Expectation
Leadership	<ul style="list-style-type: none"> Leads the negotiation and development of complex real estate agreements, including commercial instruments, often in conjunction with third- party brokers Oversees and supports direct report, including selection, scheduling, work assignment and review Provides leadership, coaching, and performance management of direct reports to ensure alignment with BC Transit's values Support employees in achieving their professional growth by aligning career development with organizational objectives, identifying skill gaps and fostering a culture of engagement and continuous learning
Acquisition and Leasing	<ul style="list-style-type: none"> Leads the acquisition and disposition of real estate assets, providing strategic advice on valuation, negotiation, expropriation and due diligence Collaborate with brokers to identify and evaluate properties based on investment and operational criteria (e.g., zoning, transportation patterns, taxes, growth projections) Negotiates and manages all leases, including interpretation, renewals, recoveries, and compliance with lease obligations (lessor and lessee) Manages revenue generation opportunities related to real estate, including commercial ventures and transit-oriented development Facilitates and enforces Licences and Statutory Right of Way (SRW) Oversees tenant management, including agreements and landlord/tenant relations
Process and Risk Management	<ul style="list-style-type: none"> Prepares and delivers reports, analysis and presentations to Senior Leadership, Board of Directors, Ministry and local governments Evaluates and recommends real estate options for accounting for long-term land leases or acquisitions based on multiple investment and operational criteria Oversees property risk management activities, developing expertise and processes to mitigate current and future real estate risks

Stakeholder Engagement	<ul style="list-style-type: none"> • Develops and maintains strong relationships with government officials, local operators, vendors and internal stakeholders • Leads cross-functional and consultant teams during pre-acquisition and planning activities • Builds and leverages a network of industry contacts to stay ahead of market trends and opportunities
Additional Duties	<ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> • Post secondary degree in business, urban land economics, real estate, or a related field • Relevant professional designation, such as Certified Leasing Officer (Real Estate Institute of Canada), is preferred
Experience	<ul style="list-style-type: none"> • Six (6) years of progressive experience in real estate, property acquisition, leasing, or related field • Two (2) years experience supervising or leading a team, including responsibility for coaching, performance management, and work planning • Extensive experience negotiating and managing commercial real estate agreements • Demonstrated experience working with municipal planning and land use processes • Advanced knowledge of real estate investment, acquisition, and leasing strategies, including legal and regulatory frameworks. • Strong understanding of local and provincial land use planning processes • In-depth knowledge of commercial contracting, procurement practices, and financial analysis related to real estate • Familiarity with public sector corporate strategies, governance frameworks, and applicable legislation • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Strong planning and coordination skills to lead long-term property acquisition strategies and infrastructure planning • Excellent written and verbal communication skills, including the ability to prepare and deliver executive-level reports and presentations • Effective negotiation, conflict resolution, and stakeholder management skills • Strong problem-solving and decision-making capabilities to resolve complex real estate challenges

	<ul style="list-style-type: none"> • High level of research and analytical ability to assess property opportunities and market conditions • Proficiency in real estate management software, data systems, and business technology tools
Willingness Statement	<ul style="list-style-type: none"> • Valid Class 5 Driver's License and ability to travel regularly throughout BC, including remote locations • Monthly travel is required • If currently licenses as a real estate profession, the license must be suspended or cancelled during employment, in accordance with provincial public sector requirements