

Position Identification			
<b>Position Title</b>	Real Estate and Leasing Advisor		
<b>Position Replaces</b>	Business Development and Lease Advisor		
<b>Position Level</b>	Employee	<b>Position Code</b>	1893
<b>Pay Group</b>	Choose from drop down	<b>Revision Date</b>	Sep-23
<b>Supervisor Title</b>	Manager, Real Estate Development and Acquisition	<b>Sup. Position Code</b>	1992
<b>Additional Requirement</b>	CRC	N/A	
<b>Exclusion Rationale</b>	N/A	<b>On-Site Requirement</b>	2 days/ week
<b>Division</b>	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 property management, 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 Manager, Real Estate, the Real Estate and Leasing Advisor provides support in the expansion of BC Transit's Real Estate Leased and Owned portfolio including working with our business partners to explore new and existing real estate to support fleet expansion and business resiliency across the province. This position will also provide expertise and guidance to BC Transit's municipal government partners on matters relating to leasing real estate, acquisition lease schedules and goals through the delivery of analyses, forecasts, business cases, public consultation, recommendations, presentations, and implementation.

<b>Key Accountabilities and Expectations</b>	
<b>Key Accountability</b>	<b>Expectation</b>
<b>Stakeholder Relations</b>	<ul style="list-style-type: none"> <li>• Liaise with Regional Transit Managers, Facilities Maintenance, and Finance regarding rent budgets, facility costs (or the proportionate share of those costs) and third-party revenue generation related to licensing BC Transit real estate</li> <li>• Consults with municipal government partners and to understand the priorities and considerations of local transit governing bodies and promotes alignment of BC Transit real estate strategy guidelines.</li> <li>• Supports required reports, analysis, and presentations for Executives, stakeholders and Board of Directors</li> <li>• Builds and maintains effective working relationships with all levels of staff and a variety of stakeholders including government officials, the vendor community, regional partners, municipal officials, and BC Transit colleagues</li> </ul>
<b>Program Management</b>	<ul style="list-style-type: none"> <li>• Support the Manager, Real Estate Development and Acquisition to expand and maintain BC Transit's real estate assets across all of BC Transit's provincial transit system</li> <li>• Administers the real estate repository, invoicing, rent payment requests, property taxes, landlord and tenant enquiries; arranges monthly rent payables (Landlords) and receivables (Tenant's); recommends lease and license rent and revenue budgets for a five-year time horizon by location</li> <li>• Administers and establishes the license of occupation for BC Transit's owned and leased property for Regional Transit Operators throughout the Province of British Columbia</li> <li>• Administers property insurance that is required for BC Transit owned and lease land facilities</li> <li>• Research local markets and identifies potential real estate assets for future leasing and acquisition needs</li> <li>• Property Management of holding properties, and those properties not yet placed into active service. This includes the provision by contractors for property maintenance (maintenance &amp; repairs), utilities, property taxes, budgets and appeals, HVAC, etc.</li> <li>• Provides advice, consultation and scrutiny in the development and review of lease proposals &amp; renewals, including project delivery method, market-based negotiation process and format, insurance and risk management issues related to the review of various competitive leasing strategies that are unique, complex and unique in nature, relative to specific local markets</li> <li>• Maintains professional and technical knowledge/ keeps abreast of changes and new and emerging trends or information in the industry by attending education opportunities, reviewing professional publications, establishing personal networks</li> </ul>

	<ul style="list-style-type: none"> <li>• Contributes to the development of strategies, plans, and policies that drive focus and prioritization for achievement of the Strategic Real Estate team goals</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Coordinates and completes due diligence related to the leasing of properties, prepares business cases, and obtains senior management approval for lease agreements and renewals.</li> <li>• Develops and implements quantitative and qualitative measures for reporting and managing leasing processes and fiscal sustainability/ business resiliency</li> </ul>
<b>Financial Responsibility</b>	<ul style="list-style-type: none"> <li>• Accountable for the financial forecasting and performance tracking, schedule updates, tracking and reporting, monthly reports and updates for the Real Estate Properties team</li> </ul>
<b>Leadership and Negotiation</b>	<ul style="list-style-type: none"> <li>• Lead the procurement and contract management functions for leasing services required by existing &amp; prospective properties such as land surveyors, appraisers, and property management services.</li> <li>• Leads real estate lease and license due diligence such as property title searches and hazardous materials surveys</li> <li>• Performs Lease Contract Management and Land Lease Negotiating and investigates indemnities, common area costs, and explores costs and lease projects on different asset classes. Monitors and tracks BC Transit's economic assumptions and market data</li> <li>• Represents BC Transit in negotiating leases, licenses, and other related land instruments</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Performs related duties in keeping with the purpose and accountabilities of the job</li> </ul>

<b>Summary of Qualifications and Job Specific Competencies</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Post-secondary diploma in Economics, Law, Business, Urban Planning, Finance, Engineering or related field</li> <li>• Professional accounting designation, preferably with emphasis on Real Estate management is an asset</li> <li>• Project Management Professional (PMP) is an asset</li> <li>• Real Estate Institute of British Columbia (RI BC) an asset</li> <li>• Accredited Appraiser Canadian Institute of BC (AACI) an asset</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Two (2) years' experience in property development, real estate project management, commercial real estate, property construction, property management and leasing and/or acquisition, with demonstrated working knowledge of the British Columbia Land Title Act, and real estate processes in a public sector setting.</li> <li>• An equivalent combination of education and or experience may be considered</li> </ul>
<b>Key job-specific competencies</b>	<ul style="list-style-type: none"> <li>• Knowledge of business processes, budgets, forecasting, property leasing and real estate project management. Experience and knowledge in setting up project reporting and dashboard capabilities</li> <li>• Strong real estate project delivery and project controls experience is required. Excellent business writing with superior attention to details as business cases are critical to our projects. Strong people management, organization, planning, analytical and problem-solving skills</li> <li>• Advance working knowledge of the principles, procedures and processes used in property management</li> <li>• Working knowledge of real estate appraisal methodologies.</li> <li>• Knowledge of leasing and licensing, right of ways, and real estate rent valuation</li> </ul>
<b>Willingness Statement</b>	<ul style="list-style-type: none"> <li>• Valid drivers license is required as travelling to remote places is necessary</li> <li>• Monthly travel throughout BC is required</li> <li>• If successful, and an incumbent possesses a real estate license, it will need to be suspended or cancelled during employment</li> </ul>