

Working Title Director, Leasing	
------------------------------------	--

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Properties Division, Realty Services, Leasing	Ministry Infrastructure
-----------------	---	--	----------------------------

Present Class	Requested Class	Levels to Deputy Minister (Not including incumbent level)
---------------	-----------------	---

Dept ID	Program Code	Project Code (if applicable) ---
---------	--------------	-------------------------------------

POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See PP [Slides 28-32](#)).

- Reporting to the Executive Director of Realty Services, the Director of Leasing is responsible for direction and management of the Department’s leased space program. The Leasing area represents the Government’s interests as Landlord and Tenant, by providing Government Ministries and associated Boards, Crown Corporations and Agencies with leased space appropriate to their program requirements.
- The Director’s main operational responsibilities include: strategic planning for the annual budgeting/forecasting cycle, documentation approval/review for leasing and ancillary agreements, financial reporting and administration of financial payments/receipts for the department’s leased space program with annual payable budget of +/- \$160 million and receivable budget of +/- \$10 million.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP [Slides 20-27](#)).

- To direct, manage and plan the operations of the Realty Services, Leasing program; providing direction to Leasing area business units including; Payables, Receivables, Documentation and Business Administration.
- To ensure the provision of timely, appropriate, cost-effective accommodations for GOA tenants including: client Ministries, Boards, Agencies Crown Corporations. And as landlord to supported NGU’s and private sector organizations utilizing GOA owned space.
- To develop appropriate government policies and procedures for the Leasing Area of Realty Services.
- To oversee negotiations and ensure that all leasing acquisitions and dispositions are in accordance with existing government regulations and fair market practices.
- To ensure that the department’s business and operating plan objectives are met for the Leasing Area.
- To respond to all requests for information from the offices of the Minister, Deputy Minister, Assistant Deputy Ministers and Executive Directors.
- To ensure that organizational best practices are implemented and that proper information systems are utilized; providing effective business reporting and financial information for senior management decision making and planning.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP [Slides 20-27](#)).

- To liaise with industry leaders, senior and executive managers, respond to inquiries from Cabinet Ministers and MLA's, other government department contacts, and landlords and tenants regarding leasing and other real estate matters.
- To oversee the delivery of all leasing/planning priorities; within the annual fiscal targets by accurately developing, forecasting and managing the leasing program budget throughout the fiscal year, as well as over multi-year horizons.
- To provide timely and effective real estate advice to the all Department branches on complex real estate matters including; business cases, analysis of real estate information, and legal assistance on complex real estate projects.
- To ensure that the Leasing Area utilizes ethical business practises and knowledgeable well trained resources in an environment of respect, accountability, and integrity; as a continuing Centre of learning and excellence for the Ministry.

KNOWLEDGE/EXPERIENCE: Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (See PP [Slides 33-37](#)).

- Progressive senior management responsibility with excellent leadership, verbal, non-verbal and written communication skills; effective interpersonal and management skills, and proven skills in problem solving, decision making, and negotiation/conflict resolution.
- An extensive knowledge of current office/commercial real estate market practices/conditions, in order to provide Leasing team direction and sound government accommodation decisions.
- Considerable previous experience in the real estate leasing field including; major market transactions and leasing agreements; to effectively manage/evaluate negotiations conducted by leasing managers, negotiators and documentation staff.
- A related University degree and professional real estate certification (AACI/P.App., or equivalent.).
- A working knowledge of real estate systems and applications, in order to provide ongoing real estate reporting, data management, and work flow solutions.

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of coordination, organization and leadership required to produce the results expected of the position. Provide recent examples (See PP [Slides 38-40](#)).

- The ability to direct, manage, and provide strong leadership for a diverse team of approximately twenty professional, semi-professional and administrative staff to deliver government accommodation solutions.
- The ability to organize and coordinate Leasing Area performance; providing direction to staff on policies, procedures, strategic planning, documentation, legislation, financial and administrative responsibilities.
- The ability to liaise and develop sound relationships with senior managers in internal and external GOA departments, with stakeholders and with senior private real estate sector leaders, business professionals, and legal counsel.
- The ability to organize and coordinate various intra-departmental business units to achieve common business unit priorities and effective accommodation outcomes and solutions.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve and the assistance available (See PP [Slides 41-43](#)).

- Required to lead/organize/plan the activities of the Leasing area that includes 20 professional, financial and administrative staff and deliver all government ministry accommodation solutions through negotiation and legal documentation.
- Must be able to accurately budget/forecast the costs of the leasing program over one to three year periods when variables such as future market conditions and leased accommodation requirements are unknown at the time the forecast is being generated.
- The Director must be able to utilize complex problem solving skills to effectively resolve various legal, risk management and property management problems utilizing a team of professional resources, justice lawyers, risk management managers and property managers. These problems arise in new contracts or during the term of the existing contracts for program facilities. Difficulties/challenges include the resolution of; flooding cost responsibilities, disputed operating cost allocations; options to renew/termination, or landlord problems with tenancy issues such as; breaches of lease, arbitrations and legal and contractual defaults.
- Often required to problem solve by working out creative multi-departmental accommodation solutions in shared accommodations for complicated leasing requirements/documentation, involving multiple government stakeholder groups and senior managers competing for the same space, with differing agendas.
- Requires a broad range of people skills to be able direct a professional team that meets with landlords/tenants under demanding and stressful circumstances. Needs the ability to understand, analyze and influence complicated business positions, hidden motivations and expectations, revealed through conversation and body language, and must develop constructive creative win/win leasing solutions within tight time deadlines for all stakeholders.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See PP [Slides 44-46](#)).

Clients	Frequency	Nature and Purpose of Contact
Internal		
Executive Directors/ADM/DM/ Executive Manager's of other government departments, Crown Corp., Agencies & Boards Justice Lawyers	On-going/daily/weekly	Advice/recommendations/resolution of leasing and real estate issues.
Property Directors/Mgrs, Planning Directors/ Managers and other relevant client departments	On-going/daily	Advice/recommendations/resolution of leasing problems with respect to client lease space requirements.
Administration Staff	On-going/daily	Resolution of financial/procedural/communication/processing problems.
External		
Real Estate Industry and General Public	On-going/daily	Provision and receipt of information on policies/procedures/activities
Building and Property Owners, Executive Managers, Leasing Agents	On-going/daily	Negotiating lease space and the relevant lease or real estate contracts
Lawyers	On-going/daily	To address issues/requirements/interpretation/negotiation of lease terms in agreements and discussions pertaining to legal issues.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See PP [Slides 44-46](#)).

Clients	Frequency	Nature and Purpose of Contact
Auditor General	Yearly	Facilitation of Audits by provision of file, project and procedural/process information

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples (See PP [Slides 47-49](#)).

- The position controls and leads a team of leasing resources that effectively acquires/renews major government accommodations in core government buildings and leads/supports large Realty Services special projects. The Leasing Area's annual budget (\$150M dollars) must be delivered within narrow tolerances.
- The Director is held responsible for the results/deliverables of the Area which significantly impact the Department's budget and the ability of all GOA Ministries, Crown Corporations, Board and Agencies to deliver their programs/services. Failure to successfully negotiate for identified requirements could create delays or additional costs for program departments or disrupt their operations. Recent Examples of accommodations provided include; AIMCO, AGLC, Service Alberta, Justice/Crown Prosecutors/traffic sheriffs/ASSIRT program, Energy/Oil Sands Secretariat
- Must be able to coordinate the interaction of varied government and private sector groups when negotiating complex leasing documents by coordinating/persuading/influencing multiple interest groups to adopt mutually compatible accommodation solutions.
- Significant financial and political implications/impacts occur with respect to leasing activities and the Director must ensure the business unit deals openly, fairly and transparently with sensitive and confidential public and political issues; where activities/results could positively or negatively affect GOA Departments/Ministers integrity and image.
- Must identify with, and deal effectively with, a wide variety of people including; private industry presidents, CEO's, CFO's, developers, large and small property owners, executive and senior managers, legal counsel, and leasing agents and be able to complete complex negotiations required to develop simple to detailed multi million dollar long term leasing contracts. Major multi-Ministry program acquisitions/negotiations range from \$5M to \$50M and examples include; full building occupancy in Commerce Place, Telus Plaza, Petroleum Plaza, Centrium Place, Chembiomed Building.

CHANGES SINCE LAST REVIEW: What significant changes have occurred in your job, from the last review (See PP [Slides 50-51](#)).

Not applicable

COMPARABLE POSITIONS: List comparable GoA benchmarks (See PP [Slide 52](#)).

ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff MUST be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See PP [Slide 53](#)).