

Working Title: Lease Negotiator

Division, Branch/Unit
Properties, Realty Services, Leasing

Ministry
Infrastructure

Classification
Program Services 4

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see **Section 2.3**).

Leasing is the primary commercial real estate leasing arm of the provincial government and is responsible for the negotiation, documentation, and administration of real estate leasing transactions, both in the capacity as landlord and as tenant. With an inventory of approximately 1000 leases, close to 9 million square feet of leased space, \$200 million per annum in rental payments and \$10million in revenue, Leasing has a major presence in and significant impact on Alberta commercial real estate. Leasing projects are diverse, multifaceted and complex incorporating a broad spectrum of real property interests and locations throughout Alberta and globally and involving landlords and tenants of disparate sophistication.

The Senior Lease Negotiator plays a prominent role within a complex commercial leasing framework. The Senior Lease Negotiator is responsible for all aspects of the commercial lease space acquisition process including space search and evaluation, market analysis, negotiation, and documentation.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see **Sections 2.1** and **2.2**).

1. Negotiation of commercial leasing transactions to meet government requirements within applicable market ranges and complying with government policy

Activities:

- Direct negotiation with private sector landlords, their agents and representatives.
- Conduct market surveys to establish project-specific market rental ranges.

2. Acquisition of new lease space that meets government requirements

Activities:

- Develops, plans and manages lease acquisition strategies to accommodate client department requirements.
- Identifies leasehold accommodation alternatives to meet client department's needs.
- Physically examines and analyzes subject properties and reviews information regarding their associated operating costs, property taxes, and maintenance requirements.
- Provides expertise to clients and stakeholders to assist with their decision making and the timely delivery of space in the accommodation planning process.

3. Provision of accurate, timely advice, information and consultative services to senior management, government departments and other clients and other areas of the department to facilitate decision-making and issue resolution

Activities:

- Prepares business and financial analysis and recommendations for the final execution of leasing documentation
- Provides interpretation of leasing terms and conditions.
- Provides advice to senior and executive management and other government departments with regard to leasing activities and issues.
- Provides professional assistance to various Alberta agencies, boards or commissions for their leasing requirements.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results; Each end result shows, what the job is-accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see **Sections 2.1 and 2.2**).

- Resolves issues relating to the leasing process including instructions, government requirements, market conditions, space availability and landlords' positions.
- Contributes to the establishment and management of the unit's budget, identifies spending pressures and develops alternatives to meet targets.
- Identifies, initiates and implements new initiatives such as green leasing.

4. Maintenance of broad, comprehensive commercial leasing expertise

Activities:

- Research and analysis of the commercial leasing market and associated trends, practices and issues.
- Develop and enhance relationships with other real estate professionals and other governmental officials to facilitate market and industry information exchange.
- Research/current knowledge, consideration and implementation of negotiation and contracting strategies and techniques.
- Research/current knowledge of accommodation, space and building standards and associated trends and issues.

5. Drafting of documentation to reflect agreed upon terms, industry practices and government policies and procedures

Activities:

- Preparation of initial drafts of leasing contracts to capture agreed upon terms and intent.

6. Execution of Lease Documentation

Activities:

- Ensures documentation reflects agreed upon terms and intent.
- Ensures documentation satisfies government policies and processes.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see **Section 2.4**).

Internal and External Impacts

- As a predominant participant in the commercial real estate leasing market in Alberta, the activities and actions of Leasing have a significant impact on the Alberta real estate industry. As such, the Senior Lease Negotiator, with responsibility for major leasing projects on behalf of the Province and as a primary Leasing liaison with industry representatives, impacts not only private sector players and government entities and staff but the commercial real estate leasing industry as a whole.

Diversity

- Financial and non-financial results are achieved through successful negotiation of lease terms consistent with a volatile market and clear, thorough documentation of those terms.
- Tenant representation is provided for various government departments, agencies, boards and commissions.
- Negotiations are conducted with landlords, their lawyers, accountants, property-managers and other representatives, each with widely varying expertise, sophistication and expectations.
- Projects involve a wide range of commercial space, including, office, laboratory warehouse, industrial and retail properties and lands.
- Projects encompass space throughout Alberta and around the world as required.
- Projects include contracts that range into multi-million dollar values.

Complexity

- The Senior Lease Negotiator is accountable for significant activities and resources to achieve externally focused results within the diverse framework outlined above.
- Projects are subject to slow-developing and ever-changing requirements and directions

- The job is subject to a broad framework of policies, guidelines, laws and industry standards and practices.
- Ongoing consultation and liaison with Alberta Justice, Risk Management and Insurance, Property Development, Property Management and other governmental departments regarding leasing issues.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, Creativity of the job (see Section 2.4).

- The Senior Lease Negotiator is relied upon to provide timely, sophisticated, and practical resolutions for diverse and complex real estate and leasing issues.
- Managerial direction is of a general nature toward functional program results.

Creativity

- The Senior Lease Negotiator plays a central role in resolving leasing issues, involving a significant degree of creativity, tact and diplomacy, to achieve solutions meeting the intent of the negotiated deal and satisfying the objectives of each party while protecting the financial and legal interests of the Province.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of most important knowledge factors, skills and abilities including knowledge about practical procedures specialize techniques, etc. ; analytical and conceptual skills and abilities; and **skills** needed for direct interaction with others not only diplomas and degrees. Specific training if it is an: occupational certification/registration required for the job.

Education:

- University Degree, preferably in Business or Economics plus 4 years related experience in commercial lease negotiation. Equivalencies will be considered.

Knowledge Required:

- Acquisition of space-by-lease process.
- Client requirement evaluation tools and techniques.
- Problem solving tools, techniques and strategies.
- Real estate/leasing market evaluation tools, techniques and strategies.
- Real estate financing and general accounting principals.
- Real estate, leasing and contract law and other general laws and legal principles.
- Leasing practices, operating costs, property taxes/assessment, and negotiable terms.
- Building systems and operations.
- Legislation, codes, and practices for the industry.
- Government/departmental policies, procedures and processes.
- Negotiation tools, techniques, strategies and practices.
- Contract drafting and documentation tools, techniques, strategies and practices.

Essential Skills and Abilities:

- Strong, agile and adaptable negotiating skills.
- Ability to communicate effectively and with persuasion and diplomacy.
- Ability to manage and conduct multi-faceted and complex negotiations
- Ability to research and evaluate real estate/leasing market trends, issues, components and economics.
- Ability to interact professionally and work effectively with clients and stakeholders.
- Ability to process, interpret and utilize complex business and legal information.
- Highly developed problem solving, issue resolution and conflict resolution skills.

CONTACTS: The main contacts of this position and the purpose of those contacts;

The Lease Negotiator provides independent real estate asset management research/advice recommendations on a frequent and regular basis to:

- Senior and executive management within the Department and elsewhere in Government
- Senior Property Development staff
- Senior Property Management staff
- Senior Executives of Government agencies, boards and commissions.

The Lease Negotiator interacts with:

- Private sector landlords and their lawyers, agents, property managers, accountants and other representatives.
- Government solicitors and risk management advisors.

SUPERV'-ON EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

n/a

