

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

Reporting to the Property Manager, the Property Agent is responsible for Regional property matters including the acquisition and management of property for Provincial Government purposes.

Responsibilities include acquiring land, managing the work of external groups to facilitate land negotiations, coordinating land surveys, managing owned property, handling property inquiries, reviewing the way work is being done and proposing new ways of doing business, participating in goal setting and acting as a team member to accomplish goals as established in the Department business plan.

Property Acquisition is a prerequisite to the successful and timely completion of all Department construction projects. Property acquisition projects range in complexity and include agricultural, irrigation, commercial, industrial, institutional, and residential land plus improvements. Properties range from small acreages to large parcels which may be partially or wholly acquired. Compensation ranges from a nominal payment to agreements in excess of a million dollars.

The size of a land acquisition project can range from one parcel of land to a massive project such as the Highway 11 Twinning, consisting of hundreds of parcels of land situated within the region's area. Land acquisition processes can include legal procedures (under provincial expropriation legislation) to secure the necessary property interests and meet project delivery requirements.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Acquire property for Provincial Government purposes.

Activities:

- Confirm the scope of property acquisition projects via communications with the design engineer, regional construction section and develop a course of action. Assign internal and external resources to the project. Manage the project to completion.
- Identify and resolve issues arising from property acquisition projects and related deadlines.
- Mediate conflict with landowners and their legal representatives to mitigate property related actions and claims against the Department.
- Create and review detailed property related documents to comply with Department requirements and accepted legal practices. This shall include preparation of documentation packages required for expropriation processes being initiated. Appraisal report/s, individual ownership plans, and history of negotiations are key elements to be included in the documentation package.
- Prepare and monitor budgets, provide budget status and project reports pertaining to land acquisition projects. Review and update information specific to land acquisition (including expropriations processes) within the departments financial reporting systems, shall occur on a regular basis.
- Communicate effectively with landowners to conduct negotiations, answer questions, provide information and resolve conflict in order to ensure the effective and efficient purchase of property. Maintain positive public relations throughout the acquisition process.
- Complete all internal processes and documentation to close acquisition files.
- Report progress on files to Property Manager on a regular and timely basis throughout all phases. In particular, advise of any potential challenges encountered and seek input whenever required.

2. Manage and coordinate external resources to meet Department property acquisition requirements.

Activities:

- Effectively manage contracts and private sector resources such as surveyors, engineering firms, appraisers and consulting land agents to assist with the acquisition of property. Relative to expropriation processes being initiated to acquire required property interests; commissioning of updated appraisal report/s, in order to comply with procedural requirements (issuance of proposed payment) under the legislation. Contracting of other "expert witness" services for legal hearing requirements may be required.
- Ensure funds are available for all contracts and that proper levels of authority approve all contracts and agreements.
- Establish and maintain a strong network of contacts with private sector resources and government departments.

3. Review property acquisition functions on a continuous basis. Propose effective and innovative ways of doing business.

Activities:

- Take a leadership role to identify ways to improve land acquisition methods. The present work environment is such that constant changes are taking place and the traditional processes may not meet today's evolving needs.
- Ensure consistent acquisition procedures occur to mitigate adverse precedents (legal/compensatory).

4. Ensure that the Department's property inventory is managed in a professional and efficient manner.

Activities:

- Negotiate and manage lease contracts on the Department's rural and urban properties. Included are agricultural, commercial, industrial, and residential types of properties.
- Reduce the Department's surplus property inventory in a cost efficient manner, reviewing disposal recommendations with the Property Manager prior to investing significant time and resources.

- Cooperate with other government departments as required in the disposal of surplus property.

5. Ensure that the Region's and the Department's goals and objectives are met.

Activities:

- Cooperate with the Property Manager and other Property Team members to establish goals to complement the Region's and the Department's goals.
- When requested, act as a real property expert for the Regional Director and the Infrastructure (planning); Construction; Bridges; and Operational Sections within the region.
- Identify active or potential conflict within stakeholder groups and external resources that may affect goals. Work towards reducing or eliminating conflicts.
- Work cooperatively with team members and Property Manager to achieve objectives.

6. Acquire Hwy r/w through Indian Reserves & resolve outstanding issues.

Activities:

- Assist Construction Section when requested in completing engagement and consultation in accordance with current department standards.
- When assigned, negotiate land acquisition with the Chief and Band Council, maintaining good relations throughout the project.
- When assigned, coordinate and liaise with other department personnel, other government departments, Federal government departments and First Nations with regard to any agreements in (past, existing and future).
- Prepare and provide all documentation required to effect agreements reached and ensure they are completed in a timely manner.

Problem Solving

Typical problems solved:

Negotiate Compensation for acquisition; Negotiate Terms of Acquisition; Establish lease rates; Analyze potential property use and value; Research historical files to establish

Types of guidance available for problem solving:

Property Manager and Team members are available for guidance. Legal matters may require Justice and Solicitor input, available via Property Manager. Consultation with outside experts may be required and should be discussed with Property Manager. At times, when dealing with landowners, immediate decisions may be required based on the Property Agent's best judgment.

Direct or indirect impacts of decisions:

Failure to acquire land in a timely manner can delay construction projects. Poor decisions can expose the department to higher costs, legal liability and reputational damage. Poor management of existing property, including poor analysis, can lead to increased costs and potential liability exposure.

Key Relationships

Major stakeholders and purpose of interactions:

Department staff - Coordinating project details.
 Consultants - Hiring, reviewing requirements, controlling costs, receiving deliverables, evaluations.
 Landowners - Negotiate acquisition price and terms, work on individual impacts and mitigation opportunities, liaison between landowner and department and/or consulting engineer.
 Engineers - Coordinating property requirements on construction projects; discuss opportunities for damage mitigation
 Legal Land Surveyors - Finalizing property survey and plan registration.
 Lawyers - Dealing with complex property issues on land purchases.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		Other

If other, specify:

International Right of Way Association, (SR/WA: Senior Right of Way Agent)

Job-specific experience, technical competencies, certification and/or training:

- Professional accreditation through the International Right Of Way Association (SR/WA: Senior Right of Way

Agent). Accreditation through the Appraisal Institute of Canada (AAIC: Accredited Appraiser Canadian Institute) may be considered. These accreditations have prescribed educational prerequisites (post-secondary or equivalencies), extensive related experience requirements, and five year articling terms. Both accreditations have ongoing recertification requirements.

- Six years of directly related experience such as property acquisition or property/land management
- Ability to professionally represent the Department at judicial and quasi-judicial proceedings. Included are the Land and Property Rights Tribunal, Court of King's Bench, Questioning pursuant to the *Alberta Rules of Court*, and Inquiries under the *Expropriation Act*.
- Superior communication skills are essential, especially listening skills.
- Ability to evaluate conflict situations and develop innovative, on the spot resolution.
- Demonstrated negotiation and mediation skills.
- Adaptable to deal with multiple stakeholders at various levels of sophistication.
- Broad general knowledge in multiple disciplines including contract law (writing acquisition contracts), surveying (arranging surveys, reviewing survey plans, interpreting existing plan information), engineering (understanding and explaining engineering drawings to landowners), property law (especially related to land titles, encumbrances and land title processes), property valuation (read and understand appraisal reports and concepts used in valuation).

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the	

		<p>associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)