

Ministry

Describe: Basic Job Details

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Organizational Structure

Division, Branch/Unit

Supervisor's Position Name (30 characters)

Responsibilities added :

Due to re-organization, the scope of this position has changed from general administrative support to a document specialization role (including contract documentation review, draft document preparation and file management). These responsibilities are fundamentally different and the scope of the work is significantly more comprehensive.

Job Purpose and Organizational Context

Why the job exists:

The Realty Services Branch (the "Branch") represents the primary real estate group within the provincial government (the "Province"). The Branch is transaction oriented and involves leasing and land negotiations (with external & internal stakeholders), producing and managing contract documentation and ultimately finalizing the necessary legal agreements which support the Province's diverse leasing and land programs/portfolios. The Lease Documentation Coordinator is an

integral member in this framework and is responsible for coordinating file and legal review, contract documentation review & draft preparation and overall document management for the legal documentation that is utilized by the Leasing unit within the Branch. These duties and responsibilities require a reliance on standardized procedures with a focus on document templates and process workflows to streamline and maximize operational efficiencies within the Branch. Working closely with the Senior Legal Analysts and Senior Lease Negotiators within the Branch, the Lease Documentation Coordinator applies a solid understanding of general contract law & legal documentation, commercial leasing practices and appropriate legal templates/precedents, ideally from a paralegal background. The position requires a high degree of independence, professionalism, attention to detail, accountability and is fundamental to the efficient operation of Leasing's overall program delivery. Reporting to the Manager of Documentation, the Lease Documentation Coordinator performs work in accordance with relevant legislation, departmental policies, guidelines, standards and procedures.

Responsibilities

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

1. Coordinate Leasing's contract documentation to ensure accuracy, uniformity and alignment with best practices.
:\:
 - Coordinate intake & legal review allocation, select contract reviews & draft preparation, distribution/circulation of finalized leasing contracts & related legal documentation with the direction & guidance of Senior Legal Analysts and management.
 - Assists Senior Legal Analysts with lease contract precedents/templates development, updates and distribution amongst unit.
 - Assists with compilation and distribution of project documentation with the direction & guidance of Senior Lease Negotiators.
2. Lead resource for ancillary documentation for Leasing:
 - Communicates with lawyers, financial institutions and landlords (and agents) regarding their respective requests for file and transactional information.
 - Collects pertinent information from external parties in relation to the various legal transitions/transfers in building ownership (where the Province is a Tenant).
 - Acts as point of contact for questions regarding ancillary lease documentation (eg: Estoppel Certificates, Assignments of Rent, Non-Disturbance Agreements).
 - Assists in reviewing, preparing, and coordinating delivery of ancillary leasing documentation, as may be requested by Leasing's external stakeholders who require this information for their business operations.
3. Document management
 - Maintains and coordinates: lease documentation electronic file repository & precedent/template E-folders, version control systems/strategies, file intake and allocation system, and distributing contract documentation for completed leasing transactions.
 - Works closely with the Manager of Documentation and Senior Legal Analysts to review necessary changes to legal precedents and implement changes to relevant legal formats.
 - Provides guidance to the Branch to address documentation issues involving Leasing and respond to queries and referring to appropriate subject-matter expert for content or more complex queries.
4. Updating lease documentation systems/operations:
 - Assist in establishing processes and developing business tools/strategies that will assist improving internal lease documentation operations.
 - Continuously review lease documentation related operations and update/modernize lease documentation processes to reduce redundancies, streamline and consolidate information, and maximize efficiency across the Branch.
 - Identify continuous improvement initiatives and assist in moving these from conception to completion with a focus on standardizing process and procedures.
 - Collaborates with Branch or Divisional personnel for improving filing/records digitization and workflows for Leasing related projects

5. Provides cover off for land conveyancing responsibilities for the Acquisitions, Sales & Development unit in the Branch, as required:

Problem Solving

Typical problems solved:

1. Maintaining a strong & positive business relationship with all stakeholders (internal and external) requires significant and consistent diplomacy, tact and responsiveness and is integral for any Leasing project. Failure to maintain this critical relationship dynamic may result in a greater number of issues including financial and legal, challenges for the Province. This dynamic requires this position to consistently maintain professionalism especially since many of the Province's stakeholders retain legal counsel for their lease transactional needs.
2. Accurate contract documentation is fundamental for Leasing's program delivery and this position is responsible for maintaining the file repository for the vast number of legal agreements required for the various Leasing projects. This requires a strong attention to detail, awareness of time sensitive deadlines, and a solid understanding of the Branch's overall business administration approach. A failure to accurately review and move along a contract document in a timely manner can expose the Province to financial and other risks, including legal risks for non-compliance with either legislation or the governing legal agreement.
3. This position is key in completing ancillary lease documentation for Payables Leasing since these types of legal documents are typically required in connection with the sale and/or financing of commercial and office buildings throughout Alberta. These can be multi-million-dollar, time sensitive transactions and any errors generated while preparing this type of legal document for Payables Leasing can have major financial or legal impact on the Province. This requires this position to consistently maintain a high level of attention to detail and the ability to consistently prioritize file assignments.
4. This position must be consistently aware of the important stakeholder relationships involving the Province and the Branch. As such, sound professional judgment is an integral skill given the politically sensitive nature of project/file information that will be received from time to time. Challenges faced will require well developed and demonstrated analytical, logical reasoning, critical thinking & evaluation and problem solving skills. These skills are essential to ensure appropriate and timely decision making, particularly when it involves senior/ executive management and the Province's stakeholders.
5. Insofar as the land conveyancing cover-off role, the Province's land transactions can involve significant amounts of money. Since these transactions involve Crown funds a failure to properly document a land transaction or register/discharge certain land title instruments in accordance with a legal obligation can result in significant financial, legal and political risks for the Province. This position works with a high degree of operational independence within the parameters of applicable legislation, regulations, policies, and procedures and therefore requires this position to regularly exercise sound judgment and discretion.

Types of guidance available for problem solving:

Direct guidance is available through the Senior Legal Analysts and Senior Lease Negotiators. Managerial direction/ guidance is routinely available for complex or unique issues. The position may indirectly liaise with Risk Management and Alberta Justice along with certain other governmental departments regarding leasing issues. Indirect guidance is also available through senior management within the Branch and the other professionals (Property Agents re: land conveyancing cover off role). A solid understanding of the necessary contract documentation and processes involved in the various types of real estate transactions is consistently required to be applied to problem-solving and determining the appropriate options to proceed. This position applies a solid understanding and an application of paralegal knowledge attained through direct experience with various types of lease and real estate transactions and has some discretion to adjust workflows/processes to meet specific priorities established by the Manager and/or Senior Legal Analyst and to determine how best to proceed within the scope of available options.

Direct or indirect impacts of decisions:

The work of this position impacts:

- the completion of contract documentation essential to the completion of the negotiated leasing files, particularly in relation to the Province's external stakeholders (as Landlords).
- development of processes, practices and contract precedent/template reviews in the Leasing unit, with the direction and guidance of the Manager of Documentation and/or the Senior Legal Analysts This requires considerable collaboration amongst several other staff members with an interest in the file/project and the Lease Documentation Officer plays an integral role in these discussions.
- accessibility of an up to date, accurate E-repository for all lease documentation ultimately needed to support the unit, Branch program operations and its stakeholders.

*This position needs to work effectively and collaboratively in a fast-paced business environment that requires flexibility, adaptability and diplomacy; strong organizational, communication and interpersonal skills; effective time management skills; ability to work well under pressure; and the ability to effectively establish priorities. As a key member within the Branch, this position coordinates the critical contract documentation work amongst many participants involved in this business unit. The work carried out can be complex, politically sensitive, and may be affected by decisions and priorities established at the executive levels within the Alberta Government and Ministry business plans. Decisions and actions of this position do have an indirect impact on the Province's landlords (and its agents, solicitors and other representatives) as well as the Province's tenants in government owned facilities. Thus, there is potential for business, political and legal risk.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Manager, Documentation - receive direction; assist in identifying awareness of emerging issues of significance; provide inputs into planning for contract documentation and any necessary supporting resources.
- Senior Legal Analysts, Senior Lease Negotiators, Senior Lease Administrator - receive direction/guidance for the types of contracts required; provide updates on the status of contract development, review, and processing; track and monitor the flow and movement of timely project information and documents, including project approvals and final execution of legal agreements; significant independence in this regard and will seek guidance for complex issues.
- Strategic Asset and Accommodation Planning, Leasing and Property Management - communicate to verify instructions on project files, as may be required.

External

- Key external leasing stakeholders including law firms/lawyers, large and small businesses in Alberta, banks and other financial institutions, corporate landlords, realtors and professional property management firms - exchange and clarification of information for contracts; confirming negotiations, document distribution; tracking and monitoring the flow of documents through appropriate channels and requisite document management.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Certificate (1 year)	Law	Other	Other

If other, specify:

Minimum 5 years of applied paralegal/legal assistant experience (law firm or corporate legal environment)

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

Education and Experience

- Post secondary courses in a specifically related field. Alternatively, directly related experience or education considered on the basis of one year of experience for one year of education or one year of education for one year of experience.
- Experience working with, reviewing and/or preparing/drafting real estate or commercial law type agreements/contracts is a requirement.

Technical Competencies, certification and/or training

- Technical, demonstrated paralegal level knowledge that supports a background in commercial leasing or commercial real estate transactions.

- Working knowledge of select corporate or commercial areas of law, real estate practice & agency law is an asset.
- Strong document drafting skills for leasing, land and general contract related legal documentation.
- Highly developed problem-solving skills.
- Project coordination skills
- High level of organization and time management skills.
- Agility and flexibility to shift priorities and project files.
- Handle sensitive and confidential information with tact and diplomacy.
- Strong attention to detail
- Well-developed interpersonal and relationship management skills.
- Professional communication skills, written and verbal, to work with varied stakeholders.

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		
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	Understands how work contributes to the Branch and the Department's goals, and impacts the work of others. Considers emerging trends and diverse branch needs when developing resources and processes.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	Proactively seeks advice and support when priorities change to shift priorities to meet changing demands. Takes advantage of opportunities to improve how work is completed to improve service and business supports.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even 	Will work with the team to meet deadlines and provide options to improve efficiencies in work processes.

		<p>indirect responsibility</p> <ul style="list-style-type: none"> • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>Builds relationships by following through on commitments and demonstrating integrity and respect for others. Focuses on requests from internal and external stakeholders to provide timely information.</p>