



## Internal/External Job Posting

### Full Time Non-Union Position

### Property Analyst

#### Who we are

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

#### Who you are

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

#### Why work for us

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. We offer flexible work hours, one day a week working from home, and wellness initiatives like onsite yoga and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve, and when you're "at the office", you won't feel like you're "at the office." Our Administration Centre is located in a tucked away, natural oasis next to the Shade's Mills reservoir, where a walk or lunch at the picnic tables provides the opportunity to be immersed in nature.

We offer staff development plans and open doors to help advance your career. And our employees benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

#### Overview of the Opportunity

The Property Analyst reports to the Manager of Conservation Lands and is responsible for analyzing, coordinating, and implementing projects within the department. Duties include assisting with the implementation and administration of programs, including negotiating new and existing leases, licenses and agreements; negotiating routine acquisitions/dispositions of properties; and providing necessary technical support or information as required by staff and general public in regards to GRCA owned and managed lands and assets. This position will interact with various departments throughout the GRCA and will liaise with municipal, provincial and other watershed stakeholders regarding Conservation Lands department inquiries and to ensure effective implementation of department projects.

#### What You'll Do

- Assist with project plans, coordinating market based assessments, appraisals, etc. of the residential, agricultural, and commercial tenancy programs.

- Assist with the development, negotiation, implementation and administration of leases and agreements with residential, land lease and commercial tenants.
- Negotiate and implement various new license agreements with outside interests involving GRCA lands.
- Negotiate and coordinate routine acquisitions/dispositions and assist the Manager of Conservation Lands with complex acquisition/disposition of properties.
- Research, compile, organize, write and coordinate project tenders, request for proposals, and other purchasing contractual arrangements.
- Provide necessary technical support or information as required by staff and the general public in regard to GRCA owned and managed lands and assets.
- Provide technical and both quantitative and qualitative analysis, coordination and implementation of various projects related to operational efficiency, cost analysis and business development including the preparation of reports and recommendations.
- Review and assess opportunities and risks associated with ongoing initiatives or programs.
- Conduct meetings and perform field inspections related to projects and inquiries.
- Represent the Conservation Lands Department as a stakeholder in conjunction with municipal and provincial projects.
- Develop and maintain effective relationships internally and with external parties.
- Assist with the development of information management systems and databases for financial, leasing and property landholdings.

### **Education**

- University degree in general business or a related program of study.

### **Technical Accountabilities/Requirements**

- Minimum of three years of related work experience. Experience related to project management, planning, real estate, appraisals or legal would be considered an asset.
- Knowledge of the Conservation Authorities Act, Planning Act, Building Code, Residential Tenancies Act, Assessment Act, Commercial Tenancies Act, Occupiers Liability Act, Drainage Act, Construction Lien Act, Fire Protection and Prevention Act and other legislation related to property matters, including various local property standards by laws.
- Strong analytical, research and problem solving skills.
- Excellent communication (written and verbal) skills for writing reports, correspondence, work plans and conducting presentations.
- Strong interpersonal and negotiation skills, with the ability to demonstrate tact and diplomacy.
- Highly organized with the ability to work independently in a fast paced environment with minimal supervision.
- Related job experience with Microsoft Office Suite, ArcGIS software, Access Database Management software and Adobe Acrobat software.
- Valid driver's license and ability to travel to various locations within the Grand River watershed.
- Ability to exercise professional judgment and discretion in dealing with confidential information.

### **Competencies**

**Professional Judgement** - Demonstrated ability in the area of critical thinking, analysis and assessment of risk and implications, making connections of underlying issues and ownership of the outcome. Sound judgment resulting in fair, efficient and effective decision making bringing clarity and resolution to complex and ambiguous situations, and discretion in dealing with confidential information. Ability to carry out skillful negotiations and interest based conflict resolution.

**Integrity/Ethics** - The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity and fairness when dealing with employees, stakeholders and special interest groups.

**Goal /Action Oriented** - Seizes opportunities; takes initiative and is self- motivated. Organize work, plan activities and set priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Effective problem solving and collaboration skills. Demonstrated experience in Project Management with the ability to work under pressure and handle multiple tasks simultaneously with changing priorities.

**Team Work** - Interacts with people effectively. Succinct written and verbal communication skills with a commitment to sharing ideas and working together. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions or taking action. Demonstrated ability to build partnerships and alliances with peers, partners and staff.

**Customer Focus** - Dedicated to meeting the expectations and requirements of internal and external customers. Exceptional communication and negotiation skills to create, maintain and enhance relations with property tenants, municipal partners, special interest groups, etc. Must possess strong customer service skills and the ability to respond to public inquiries with knowledge, tact and enthusiasm.

**Leadership:** A high level of personal and professional excellence including the ability to align personal and organizational values. Demonstrated ability to be innovative, flexible and entrepreneurial.

#### **Compensation and Benefits**

- Annual salary pay range \$69,241 to \$84,242
- Comprehensive benefits package with mental health services and preventative care
- Tuition reimbursement, and computer purchase loans.
- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA and Conservation Ontario conservation areas (parks).

**Approximate Start Date: January, 2025**

To Apply: Please send a resume, cover letter and resume to [careers@grandriver.ca](mailto:careers@grandriver.ca) in MS Word or PDF format and quote "Lands Analyst" in the subject line.

**Deadline for Applications: 4:00pm November 22, 2024**

We thank you for your interest, however only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is

used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.