



Director, Transaction Services

An exceptional career opportunity for an astute negotiator and persuasive communicator who leads by example in a complex, multi-stakeholder environment, and is ready to drive, inspire and implement continuous improvement in real estate transaction services at North America's fourth largest municipality!

Toronto is Canada's largest city, the fourth largest in North America, and home to a diverse population of about 2.8 million people. Consistently ranked one of the world's most livable cities, the City of Toronto is a global centre for business, finance, arts and culture. The Corporate Real Estate Management Division is a mission-critical function within the City's complex multi-site, multi-division, multi-stakeholder environment, where a dedicated team of approximately 33,500 employees is the driving force behind the City's ability to provide programs and services to residents, businesses and visitors alike.

Reporting to the Executive Director, Corporate Real Estate Management, you'll oversee the Transaction Services section on a variety of complex property interests on behalf of the City of Toronto, and its Agencies, Boards and Commissions (ABCs), in a fiscally responsible manner. Among your top priorities in this senior role will be leading major transformation and transition projects, with an emphasis on continuous improvement and change management. With these goals in mind, you'll analyze divisional performance as well as develop and implement sound management practices and procedures, and provide program management staff with the direction, guidance, processes and tools they need to increase efficiencies and improve the effectiveness of services provided by this section.

As **Director of Transaction Services**, you'll set the overall strategic direction of the Transaction Services section by establishing goals and both short-term and long-term objectives aligned with the City's strategic planning initiatives and financial targets, and set multi-year work plans with annual benchmarks for staff, integrating appropriate City strategic directions. Interacting with senior federal, provincial and municipal colleagues in other private and public sector entities, such as Infrastructure Ontario, Metrolinx, and the TTC, you'll oversee the negotiation of high-risk and high-value property transactions on behalf of City divisions and ABCs, including real estate lease-in and lease-out activities such as lease renewals, subleases, expansions and terminations, and ensure efficient space utilization.

Recognized for your previous success in inspiring and managing high-performing teams – non-unionized and unionized staff – by embedding a strong customer-service work culture, you welcome the opportunity to lead and motivate a diverse workforce, ensuring effective teamwork, and high standards of work quality and organizational performance, resolving labour relations issues, and promoting continuous learning and innovation. Your managerial abilities will also be evident as you develop and administer the annual budget for the section, and ensure that expenditures are controlled within approved budget limitations.

With a post-secondary education in a related field – an MBA would be ideal – and 8+ years' senior leadership or management experience in high-risk and high-value property transactions (multiple-use properties and facilities), you demonstrate a breadth of knowledge and experience in end-to-end deal negotiation and real estate portfolio management (all asset classes). Not surprisingly, you possess a strong understanding of property valuation processes and principles, as well as real estate law (all relevant legislation) and planning, and know how to apply them in your work.

A politically savvy business leader with proven expertise in best practices financial planning and forecasting, budget development and oversight, and timely, accurate financial reporting (capital and operating plans), you have a track record of success in developing and implementing strong policies and procedures, as well as leading and achieving positive transformational change with and through people, and are prepared to do it again.

This senior mandate also calls for your skills as a persuasive communicator, adept at negotiating with a wide range of stakeholders, developing strong working relationships – cross-functionally and cross-divisionally – and influencing people at all levels, from your peers and direct reports, to senior management. Passionate about public service and committed to keeping current with new and emerging

technology in your field, you're able to make well-informed decisions, effectively address complex issues, and provide sound advice and recommendations on legislative changes, and improved real estate transaction strategies, processes and operations.

To apply for this senior real estate transaction and negotiation role, submit your application to Phelps, at careers@phelpsgroup.ca, **specifying the job title in the subject line of your e-mail**. Application deadline: November 22, 2019.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#).



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