

Senior Commercial Leasing Manager

Department Information

The Department of Infrastructure (INF) provides high quality services to the public and Government of the Northwest Territories' (GNWT) departments, boards and agencies including the planning, design, construction, acquisition, operation and maintenance of public transportation infrastructure and the buildings, works and equipment required for the GNWT to deliver its programs and services. INF makes essential petroleum products available for sale to the public where these products are not provided by the private sector, and promotes the development and increased use of energy efficient technologies. INF also regulates electrical and mechanical safety services and licenses individuals and vehicles operating in the territory.

For more information please refer to the Department of Infrastructure website at <http://www.inf.gov.nt.ca/>

Job Information

Reporting to the Manager of Accommodation Services, the Senior Commercial Leasing Manager provides comprehensive improved real property management services to ensure the cost-effective investment and efficient management of the Government of Northwest Territories (GNWT) leased and owned office accommodation inventory in support of the program delivery needs of GNWT departments, boards and agencies.

The position works within the Infrastructure Facilities and Properties Division which is part of the overall Headquarters Asset Management Area. Other responsibilities within the Division include Maintenance Management, Risk Management & Safety. The position directly serves all GNWT departments, boards and agencies; and indirectly serves community and federal government departments, and non-governmental organizations (the clients) throughout the NWT.

The position reviews and revises the GNWT improved real property policies, standards, systems and procedures. In addition, the position will implement a performance measurement system to provide management with the results of office accommodation delivery services.

Typically, the above qualifications would be attained by:

Degree in Marketing, Economics, Urban Planning and 5 years' related experience or; Certified Property Manager or Facility Management Administrator combined with 10 years' experience in a property management work environment (including 5 years' experience with a variety of lease and building types and sizes).

It would be beneficial for the incumbent to have 3 years' working in a northern, cross-cultural environment.

Affirmative Action

Candidates must clearly identify their eligibility in order to receive priority consideration under the Affirmative Action Policy.

Criminal Records Check

Candidates must provide a satisfactory criminal record check. Failure to provide a satisfactory check may deem you disqualified from the competition.

Diversity and Inclusion

The Government of the Northwest Territories is an inclusive workplace. If you have a disability and you require support during the hiring process, you are encouraged to identify your needs if you are contacted for an assignment or interview so that you may be accommodated during the hiring process.

Eligibility

Eligibility lists may be created from this competition to fill future term and indeterminate positions.

Equivalencies

Equivalent combinations of education and experience will be considered.

Job Opening Information

Job Opening ID # 20096

Closing Date: May 7, 2021- 23:59, Mountain Time

Salary Information

The salary for this position starts at \$52.22 per hour (approximately \$101,829.00 per annum) plus an annual Northern Allowance.

GNWT Inquiries

Inquiries Only:

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Note: If you do not receive electronic notification confirming receipt of your application, please follow up via telephone.