



## APPLICATIONS ARE INVITED FOR THE POSITION OF

### OFFICER – DEVELOPMENT AND ANALYSIS PLANNING AND DEVELOPMENT SERVICES

Non-Union Level 10: \$61,240 - \$76,549

#### Our Vision

*At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Servant-leadership that is visionary, empowering and inclusive is a fundamental characteristic of our Board. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.*

#### CRITERIA FOR AN INTERVIEW:

- Minimum of 2-year College Diploma in real estate with emphasis on Urban Planning or related discipline
- Minimum two (2) years related experience
- Proficiency in up-to-date software applications, such as Microsoft Office applications with an emphasis on Excel and Powerpoint
- Expertise in facilitating data and record management
- Excellent written, verbal, and organizational skills
- Detail-oriented with the ability to work well under pressure and meet tight timelines
- Team player that works collaboratively with all staff

#### MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to and under the direction of the Senior Manager of Real Property, the primary function of this job is to oversee the daily activities of the administration of leases, agreements and other property related matters. Duties and responsibilities include but are not limited to:

- Ensure the facilitation of all requirements in administering rental payment, tenant responsibilities related to maintenance/operations associated with property related agreements responding to inquiries, etc. are addressed
- Respond to internal and external data inquiries and requests
- Prepare draft reports, presentations and correspondence for management review as required
- Assist with the planning and execution of all departmental data management initiatives
- Liaise with Contract Administrator in the preparation of RFP process to retain real property consultants as required
- Liaise with real property consultants in collecting/following up all required documentation and information
- Assist with identifying and recommending real estate joint venture opportunities/partnerships with the private and public sectors
- Participate in various committees to address all real estate matters

- Assist with the preparation of confidential reports and participating in negotiations for the Board's real estate matters
- Provide financial and geographical based analyses for Development Services
- Perform any other duties as assigned or required

#### **Diversity and Inclusion**

*Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.*

#### **Barrier-Free Recruitment and Selection**

*TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.*

Interested applicants are asked to submit a completed résumé, cover letter, and any related educational documents, and reference letters, no later than **Thursday, December 9, 2021**. Failure to complete a full package may impact your eligibility for an interview.

Applications are to be submitted online through ApplyToEducation at:

[https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB\\_POSTING\\_ID=88989b3b-5130-4ad1-a00b-0f556619ef7d](https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=88989b3b-5130-4ad1-a00b-0f556619ef7d)

**We thank all applicants, however, only those selected for further consideration will be contacted.**

*Please note, candidates selected for an interview will be required to provide original applicable education documents.*

*The Government of Ontario has implemented a COVID-19 immunization disclosure requirement for all publicly funded school board staff. Please be aware that all successfully recruited candidates will be required to complete TCDSB's COVID Attestation Declaration once hired. All new hires who are not immunized against COVID-19, will be required to undertake regular rapid antigen testing. Please note, you are not to forward proof of vaccination or medical exemption information at this time.*