

## **JOB POSTING**

**Job Req ID: 1630**

**Title: Development Manager**

**Company: Canada Lands Company**

**Location: Winnipeg, Manitoba**

**Employee status: Permanent (Full-time)**

**Please, submit your application by November 27, 2023.**

To express your interest in the role please submit your application by following the link:

<https://jobs.clc.ca/job-invite/1630/>

**Pour le lien en français: <https://jobs.clc.ca/SIC/job/Winnipeg-Gestionnaire-de-I&apos;am%C3%A9nagement-MB-R3B-3K6/728064647/>**

## **PURPOSE OF ROLE**

The Development Manager provides project management functions related to the **Winnipeg, MB and Central Region** properties in generating optimum value from the real estate holdings and acquisitions; manages, monitors, and reports on all planning, engineering, construction and servicing aspects and related activities for the **Winnipeg, MB** project with particular emphasis on project schedules and the timely implementation of municipal approvals, servicing, and sales programs. Implements projects in support of the Company's Strategic Objectives. Maintains and creates value through efficient financial budgeting and expense control, risk management and all other operational aspects of assigned income producing properties and properties held for development or sale located in **Winnipeg, MB and the Central Region**.

## **COMPETENCIES**

- Adaptability
- Analytical thinking
- Attention to Detail
- Communication
- Interpersonal astuteness
- Planning and organizing
- Problem solving
- Relationship Building
- Results orientation
- Service Excellence

## KEY FUNCTIONS

- Provides support and service to the **Director, Real Estate (Winnipeg)** to assist in delivering real estate projects within the constraints of schedules, budget and scope, including:
  - Developing project plans;
  - Monitoring and managing project schedules and budgets;
  - Organizing project team meetings, agendas and preparing meeting updates;
  - Maintaining and producing project documentation;
  - Ensuring that all pertinent documentation is appropriately classified; and
  - Managing the work of external multidisciplinary team (appraisers, architects, planners, engineers, lawyers, contractors, developers, builders, etc.) in the achievement of project objectives.
- Participates in the preparation, review and implementation of divisional and regional short and long term planning activities (budgets, strategic and business plans, Board submissions and policy formulation).
- Develops and manages the procurement and selection processes for consultants and contractors, including the development of scope of work statements
- Interacts with a wide range of audiences (e.g., government, public, community associations, Indigenous groups, other corporations) to achieve project objectives.
- Assists in developing strategies and content for corporate communications platforms such as newsletters, bulletins, and project websites.
- Participates in the preparation and implementation of annual corporate plans and schedules.
- Manages the contract tendering process, including payments to contractors/service providers.
- Assists in expediting planning, engineering, and development approvals and permits.
- Provides updates on project timing and costs relative to budgets on a continual basis to management.
- Prepares estimates for project costs in advance of tendering and awarding of contracts.
- Reviews and recommends approval of payments to contractors and consultants.
- Represents CLC's interests on site by conducting site tours, and explaining site characteristics and features to consultants, government officials, as well as, community contacts.
- Participates in agreements of purchase and sale, including the coordination of sales and marketing activities.
- Develops strategies and manages environmental remediation within brownfield areas.
- Manages demolitions of existing buildings, retrofit, and replacement of existing utilities.
- Keeps up and reports on industry trends, regulatory context and planning legislation.

**In addition to the Key Functions listed above, the Development Manager in Winnipeg, MB is also responsible for the following tasks:**

- Providing land development expertise, as needed, including reviewing and providing recommendations on phasing analyses, preliminary grading studies, preliminary drainage studies, preliminary utility analyses, and studying the impacts of existing and/or proposed conditions.
- Direct and coordinate subdivision approvals, site servicing, and related activities, including overseeing subdivision applications, meeting approval conditions and subdivision agreement parameters, subdivision registration, letters of credit and securities, and overseeing site servicing tender and construction processes.

- Working and liaising with Indigenous partners on development activities, including development coordination, infrastructure, and site servicing.
- Directing and liaising between consultants and contractors, builders and third parties to ensure all parties have appropriate direction and required information to work as a team and ensure deadlines are met.
- Monitor contractors onsite for compliance with design plans, municipal requirements, construction schedule, and craftsmanship.
- Coordinating daily land development activities onsite with contractors, consultants, inspectors, and others to ensure efficient and proper execution of site development work.

## **KEY REQUIREMENTS**

### **QUALIFICATIONS AND EXPERIENCE**

- Post-secondary degree or diploma in Architecture, Engineering, Planning or related field and/or significant related experience required. Preferably in land development.
- A minimum of five to seven years of previous project management experience required, including scheduling, budgeting and cost control.
- Demonstrated experience on multi-disciplinary land/re-development teams.
- Sound knowledge of municipal government organization and structure.
- Knowledge of municipal zoning, subdivision and site plan approval and registration processes.
- Comprehensive knowledge of regulatory approval and site servicing requirements- direct experience in **Winnipeg, MB** a definite asset.
- Knowledge of planning, urban design, property management and marketing considerations.
- Knowledge of Planning and Construction Law (an asset)
- Knowledge of environmental issues, requirements and remedies.
- Advanced knowledge of Excel, Word, Outlook and Powerpoint required.
- Working knowledge of Microsoft Project, AutoCAD, an asset.

### **HEALTH AND SAFETY**

- Work in compliance with the provisions of the applicable provincial Health and Safety legislation(s), regulations, and internal policies and procedures.
- Wear all Personal Protective Equipment (PPE) when required

### **WORKING CONDITIONS**

- Able to work under pressure to meet tight deadlines, conflicting demands, frequent interruptions, and heavy workloads
- Working in an office environment and collaboration across digital platforms.
- Light to infrequently moderate physical effort; Requires handling of light and moderate weight objects including office equipment and other office supplies
- Occasional travel required to off-site locations (up to 15% of time)

### **WHAT WE DO**

Canada Lands Company is a self-financing, federal Crown corporation that specializes in real estate, development and attractions management. The company's goal in all it does is to produce the best possible benefit for Canadian communities and the Government of Canada. Canada Lands Company

works to achieve its mandate with industry leading expertise; the company prides itself on its consultation based approach to pursuing community-oriented goals, environmental stewardship and heritage commemoration with all its projects across Canada.

The company's activities ensure that former government properties are redeveloped or managed in accordance with their highest and best use, and that they are harmoniously reintegrated into local communities. Our goal is to help transform surplus parcels and reshape them to meet the needs of Canadians with inspiring and sustainable new neighbourhoods in which they can live, work and play.

We thank all applicants for participating in the selection process. Only those selected for further consideration will be contacted.

Canada Lands Company CLC Limited is an equal-opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Canada Lands Company is proud to provide employment accommodation during the recruitment, selection and/or assessment processes. Should you require an accommodation, please inform us as soon as possible and we will work with you to meet your accessibility needs.