

At **CreateTO**, we are a catalyst for city building, using our expertise and innovative thinking to help the City make the best use of its real estate to pursue its diverse goals.

**CreateTO** is part of a new City of Toronto city-wide real estate service delivery model that centralizes all real estate activities and integrates key functions to enable better coordination and execution of real estate strategies.

### **The Opportunity**

Are you ready to be a City-builder? Reporting to the **Lead of Portfolio Strategy & Asset Management**, the new **Senior Analyst, Strategy & Real Estate Planning** will be responsible for working with senior leaders to drive the City-wide real estate strategy and strategic client initiatives at CreateTO. The Analyst will bring with them a passion for developing real estate and operational insights through research and analysis, combining public sector experience (working with or within public organizations) with relevant real estate industry knowledge.

The Analyst will be responsible for supporting project development, portfolio planning and business cases to support City-wide real estate portfolio and stakeholder requirements. This includes analyzing real estate assets across various asset classes, understanding stakeholder plans, evaluating opportunities in the marketplace and developing initiatives to maximize resources and make better use of real estate on a City-wide basis. The Analyst will leverage a range of skills that contribute to strategic portfolio planning, including financial analysis, asset management, data analytics, and stakeholder engagement, alongside knowledge of City Planning and municipal operations.

### **Qualifications**

- Post-secondary education with a focus on commerce, real estate, urban planning, public infrastructure, or equivalent combination of education and experience
- Minimum 3-5 years of demonstrated working knowledge and understanding of corporate real estate functions such as asset management, portfolio planning, real estate development, client relationship management and capital planning
- Demonstrated working knowledge and understanding of real estate portfolio management across various asset classes, including technical, policy and intergovernmental aspects
- Ability to understand municipal operational requirements through analysis of business plans, capital plans and strategic plans, and offer constructive advice and options to proactively address a range of real estate needs
- Ability to work in cross-functional teams and generate alignment between real estate development, finance, legal, operations, planning and client functions
- Experience supporting large-scale business cases and portfolio strategies, including the ability to define and meet project purpose and objectives, execute key project activities, define and achieve milestones and deliverables, monitor and track progress, and communicate effectively with stakeholders
- Proven ability to provide strategic analysis and assist in developing executive communications (Board materials, presentations, briefing notes) using various applications (e.g. Word, Excel, PowerPoint), including bold narratives that resonate/achieve consensus with broader stakeholders
- Experience creating, sourcing, integrating and analyzing various data to develop clear insights on real estate portfolios, operational use, and opportunities for improvement, including financial, occupancy, building, land use, customer service and neighborhood information
- Experience working within the broader public sector, with a variety of public stakeholders including City Councillors, City Divisions, and other orders of government, as well as a range of real estate stakeholders including consultants and professional advisors

- Ability to confidently and effectively present data and findings through the use of GIS mapping and other visual tools/software and defend recommendations and initiatives to senior management teams

**CreateTO** is committed to fostering a positive and progressive workforce. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Candidates can request accommodation related to the protected grounds at any stage of the hiring process.

Interested and qualified candidates are requested to send their resume and cover letter in confidence to [careers@createto.ca](mailto:careers@createto.ca) quoting the job title in the subject line by Friday, April 19<sup>th</sup>. Only those individuals selected for an interview will be contacted. No agencies at this time please.