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# Real Estate Analyst

**Requisition ID:** [[13131]]

## Company

[The City of Vancouver](#) is striving to become the greenest city in the world, and a city powered entirely by renewable energy before 2050. We are proud to be one of BC's Top Employers, Canada's Best Diversity Employers, and one of Canada's Greenest Employers. With employees that have helped Vancouver consistently rank as one of the world's most livable cities, the City values a diverse workforce which represents the vibrant community we so proudly serve.

Consider joining our committed team of staff and being part of an innovative, inclusive and rewarding workplace.

## Main Purpose and Function

The Real Estate Analyst in the Business Planning and Project Support office (BPPS) is responsible for leading and/or supporting a range of projects that involve objective and comprehensive property valuations, data analysis, research, and for providing recommendations based on this work.

The City has contractual and other relationships with a portfolio of non-profit organizations (NPO). This non-profit portfolio has over 450 sites which the City of Vancouver leases to non-profit operators. This includes approximately 12,000 affordable housing units and over 100 social, childcare and cultural sites. The relationships that the City has with the operators include grant agreements, ground and airspace parcel leases, housing agreements, operating agreements, and related covenants to secure housing, childcare, and other social facilities. Primary responsibilities of the Real Estate Analyst within BPPS will include real estate appraisal to determine market value and current subsidy values for City-owned assets within the NPO portfolio.

### **Key Contacts and Reporting Relationships**

This position reports to an Associate Director, BPPS, and since the work of this role is cross-functional, on a project-by-project basis, will often also be accountable for a specific set of tasks or deliverables to a member of the BPPS Strategic Business Advisory Team or Project Management Team, to another senior BPPS team member, or to a staff member in another City department.

The Real Estate Analyst is responsible for facilitating decision-making and presenting recommendations to executive-level project Steering Committees, senior management, division/branch heads and business unit managers.

They work closely with a wide range of management and technical staff across City business units – on any given project, a BPPS Real Estate Analyst may work with managers, front-line supervisors, departmental subject-matter-experts – as well as external vendors, consultants and expert advisors.

### **Specific Duties/Responsibilities**

- Real estate appraisal: Undertake the valuation and appraisal of property rights including fee simple and leasehold interests. Review relevant documents including leases, land use agreements, Council reports and other sources of information to assist in the valuation of various asset classes.
- Data analysis. Support project team members and management in effectively using metrics, financial information, quantitative data and/or qualitative information to understand the City's businesses, to identify issues and opportunities, and to inform operational and project-related decision-making.
- Research. Efficiently undertake research related to a specific management or project-related question, e.g., peer surveys, best practices, recommended standards, and key performance indicators.
- Project support. Undertake various tasks to support project work components such as public or stakeholder consultation, developing reports or presentations to City Council, and/or managing

external consultants.

- Reporting. Synthesize and consolidate complex information into succinct and meaningful written and verbal management reporting, leveraging productivity tools such as Word, Excel and Powerpoint.

### **Minimum Position Requirements**

Education and Experience:

- Diploma or Degree in Urban Land Economics or a related discipline, or completion of a recognized certification program (appraisal option) and considerable experience in real property appraisal and negotiation work, or an equivalent combination of training and experience.
- Eligibility for certification as an Accredited Appraiser Canadian Institute (AACI), Certified Residential Appraiser or with the Real Estate Institute of British Columbia (RIBC), or an equivalent designation.
- Demonstrated training in real estate analytics, techniques and methodologies..
- A minimum of five years' experience in a position with primary responsibility for undertaking property valuations, data analysis, research, and management reporting to support complex and multi-faceted business, operations and/or service delivery projects, to include experience working directly with and/or reporting to senior management in a large organisation.
- Work experience in the commercial real estate industry, public sector real estate, a management consulting or business advisory firm, and/or a large, complex multi-stakeholder organisation to be considered an asset.

Knowledge, Skills and Abilities:

- Strategic problem solver. An analytical thinker who can systematically frame and analyse an issue, opportunity or policy problem, and think innovatively to arrive at a solution that is supported by a balance of facts and good judgment.
- Very organised. Excellent organisational skills, with the ability to concurrently manage multiple tasks and competing priorities in a fast-paced, dynamic environment.
- A strong researcher. Resourceful and efficient when it comes to researching a topic, and distilling research results into meaningful and useful data and/or information.
- Detail-oriented. Ability to focus on the details without losing sight of the big picture.
- Objective. Comfortable approaching problem-solving objectively with professional judgement.
- A great communicator. The ability to present analyses and solutions in clear and compelling terms, via superior written communication, verbal communication and presentation skills, and especially the ability to create effective and compelling PowerPoint presentations and written reports.
- A people person. Good at developing and maintaining strong working relationships with technical, professional and operational staff working in a wide range of business and operational units, as well as with senior management.

- Adaptable and resilient. Ability to operate at in a dynamic environment, manage multiple priorities, adapt to change, and support others in doing so.
- Technology proficient. Great at using office productivity tools to effectively research, analyse and communicate.
- A curious mind. An aptitude for and interest in learning about a wide variety of topics.

**Business Unit/Department:** [[Business Planning and Project Support]]

**Affiliation:** [[Exempt]]

**Employment Type:** [[Temporary Full Time]]

**Position Start Date:** [[April 2019]]

**Position End Date:** [[April 2020]]

**Application Close: April 18, 2019**

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

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