

Job Description



Job Title:	Director, Real Estate & R+T Park
Department:	Vice President, Administration & Finance
Reports To:	VP, Administration & Finance
Jobs Reporting:	Community and Events Manager
Salary Grade:	USG 15
Effective Date:	January 2024

Primary Purpose

This position is central to the ongoing strategic planning, development and management of the University of Waterloo's land holdings and real estate assets. This includes involvement of the University's land-use planning, leasing, development, as well as stakeholder relations, business development and marketing.

This role also includes the ongoing development of the David Johnston Research + Technology (R+T) Park; a world-class research and technology park established on the North Campus of the University with the express intent of encouraging the creation or relocation of research-based companies whose research and development interests are compatible with research and development activities in the University.

Key Accountabilities

Strategic Planning

- Provides strategic leadership, direction and developmental expertise regarding the University's land use planning, management of real estate assets, market and financial analysis.
- Outlines objectives, strategies and tactics to maximize utilization of properties to their full revenue generating potential.
- Develops short and long-term strategies to ensure acquisitions and partnerships are aligned with the business goals and growth plans of the University.
- Provides strategic expertise and guidance to the VP, Administration & Finance to ensure sustainability of plans and to inform effective partnerships, operations, service delivery and compliance.
- Sources and analyzes the financial feasibility of potential development sites and evaluates the acquisitions and lease agreements in the University's best interests.
- Prepares business cases, financial analysis, and risk assessments in collaboration with Finance, Chief Risk Officer and Legal and Immigration Services to ensure a return on investment is achieved in the acquisitions and partnerships that have or may be established.
- Contribute the University's role in regional economic development through proactive engagement with partners and stakeholders to foster sustainable growth and competitive capacities of the community

Real Estate Development

- Leads the University's real estate transactions, which includes leasing, acquisitions and dispositions, through negotiations, contract preparations, due diligence and closing.
- Investigates and stays current on real estate market, major developments, best practices and industry standards.

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- Oversees and determines the economic viability of prospective real estate transactions and makes recommendations to leadership.
- Assesses and manages risks associated with each transaction in the short and long term.

Research + Technology Park Management

- Build relationships with prospective tenants, developers, current R+T Park clients and other stakeholders in order to attract and retain research & technology-based tenants and fill the Park's current 1.2 million square feet of space.
- Oversee the planning and development of the future growth of the research park.
- Developing and executing a robust marketing and communications strategy, including digital media, advertising, sponsorships, as well as public & media relations.
- Developing and executing a community development plan to keep tenants engaged and create a vibrant community that attracts new tenants to R+T Park.
- Work with the Office of Research to support and facilitate connections between R+T Park tenants to researchers for potential collaborative projects.
- Work with University of Waterloo Alumni and Coop teams to support the flow of highly qualified professionals into tenants of the research park looking for world-class talent.

Stakeholder Management

- Builds and maintains partnerships with internal stakeholders, commercial developers, real estate advisory committees, regional economic development agencies, and peer institutions.
- Develop and maintain close working relationships with government, particularly at the municipal and regional, to support infrastructure development and growth in R+T Park.
- Fosters networking opportunities that positions the University as a positive and respected contributor within the industry.
- Champions the ongoing focus on research and innovation for the campus community.
- Establishes and manages an effective and efficient marketing/media plan to generate positive outreach across multiple media platforms.
- Implements the plan leading to closure and the successful completion of sales and marketing opportunities.

Human Resources Management

- Determine appropriate staffing needs to achieve departmental goals and develop business cases to support staffing positions as needed.
- Determine work assignments for staff based on understanding of needs, individual skill, project requirements and availability of resources.
- Ensure work tasks are completed on schedule and standards and policies are followed by staff.
- Approve work of staff to ensure quality of work.
- Discuss performance with employees to provide feedback and address performance related issues as part of the employee development process.
- Evaluate employee performance based on assessment of individual's work and achievement of performance goals.
- Consult with HR when dealing with serious issues that affect employment relationships.

Required Qualifications

Education

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- Bachelor's degree in a relevant field of study, or an equivalent combination of education and related experience.

Experience

- Minimum of 5-7 years' experience in a senior role in the development of major real estate projects, planning, economic development and/or marketing and business development.
- Significant experience in project management and administration are essential, preferably in a public sector environment.
- Experience in stakeholder management and government relations Several years of experience in strategy, business development and marketing.

Knowledge/Skills/Abilities

- Excellent written and oral communication skills, and superior attention to detail
- Strong leadership and interpersonal skills, with the ability to adapt to a fast-paced environment characterized by changing priorities
- Highly motivated with strong administrative and organizational skills, as well as a demonstrated ability to evaluate proposals, negotiate agreements and contracts
- Proven strength in collaboration and relationship management.
- Excellent working knowledge of university policies and procedures
- A track record of generating significant new ideas, developing new initiatives, and improving existing practices and procedures
- Demonstrated strategic thinker with experience designing and/or improving business processes and practices
- Proficiency with a variety of computer software applications including a working knowledge of software for word processing, spreadsheets, database management, and web content management
- Strong analytical skills and the ability to integrate data from various sources into reports
- Ability to work confidently on own initiative, and also as part of a team

Nature and Scope

- **Contacts:** Interacts with colleagues at all levels across the University to develop trust, rapport and promote collaboration. Demonstrates leadership and integrity when dealing with all internal and external stakeholders, with the goal of advancing the overall University marketing and research agenda.
- **Level of Responsibility:** Responsible and accountable for establishing the priorities and addressing the changes to strategic business plans by consulting directly with the Vice-President, Administration & Finance as appropriate.
- **Decision-Making Authority:** Makes recommendations and prioritizes competing initiatives to achieve optimization of resources.
- **Physical and Sensory Demands:** Minimal demands that are typical of a position operating within a fast-paced, service-oriented office environment. Extensive periods of sitting and concentrated use of the computer. Requires close attention to detail, thoroughness and accuracy. Balancing of conflicting demands and deadlines, while accommodating interruptions to deal with pressing issues as they arise.
- **Working Environment:** Managing various risks, working with multiple deadlines and tight schedules. Responsiveness is critical to the role. Work outside the normal operating hours of UW can be expected in this role