



Career Opportunity

Senior Project Officer - Constituency Office Leases (Operations-Focused Leaders)

Apply before 2023-02-13.

Reference: 2223-2023-199

Rate of pay: \$86,275 - \$109,164 annually

Classification: ADG-C

Outcome: Temporary and/ or Candidate Pool

Work environment: Hybrid

Work location: Ottawa, ON

Service area / Division: Finance Services / Materiel and Contract Management

Area of selection: Open

Language requirements: CCC

About the role

As part of the Materiel and Contract Management directorate, the Constituency Office Leases team, provides consultative and advisory services to Members of Parliament and its staff in different situations (e.g. new elected; re-elected; resigning; retiring) and contexts (e.g. general elections; by-elections; constituency office closures, moving services), and for ensuring that all House policies and guidelines are respected in delivering services.

You will lead a small team that provides support to the Members of Parliament for all commercial leasing. As the Senior Project Officer - Constituency Office Leases, you act as the subject matter expert for assessing compliance to the Board of Internal Economy's policies, tenancy relationships, process and workflows related to commercial tenancy and leasing.

Top reasons to join the team

As part of the Constituency Office Leases team, you will work in a small, close-knit team on work that is at the heart of the House of Commons Administration. You will directly support and provide consultation to Members of Parliament and their staff for all lease related needs.



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What you need

Education	<ul style="list-style-type: none">▪ A post-secondary school degree or diploma in business, finance, real estate, law OR an acceptable combination of education, training and relevant experience.
Experience	<ul style="list-style-type: none">▪ Extensive experience in delivering property management, real estate services or commercial leasing advice;▪ Experience in leading a service-based team;▪ Experience managing projects and programs of related to procurement and commercial leasing;▪ Experience in analyzing and evaluating office leases and ancillary documents, and interpreting lessee responsibilities, liabilities and financial obligations;▪ Extensive experience in contract analysis relating to office leasing;▪ Experience in maintaining leases and related financial data associated with office leases;▪ Knowledge of business practices and methods associated with commercial property management and leasing services.
Other	<ul style="list-style-type: none">▪ Commercial leasing and property management training;▪ RPA or CPM designation would be considered an asset.

Outcome

Staff the position of Senior Project Officer - Constituency Office Leases on as determinate basis (temporary).

Create a pool of potential candidates that may be considered to staff future vacancies for this position or for other similar and/or related positions on an indeterminate and/or determinate basis.

Consideration may be given to candidates with other linguistic profiles.

Our commitment to inclusion, diversity, equity, and accessibility

The House of Commons Administration is committed to being a leader in inclusion, diversity, equity and accessibility. We continuously evolve our practices and design them in such a way as to ensure that everyone can equitably participate to the upmost of their abilities. As “One House,” we leverage diversity in all its forms and recognize that everyone has valuable contributions to make and the potential for individual growth.

Apply and learn more!

If you dream of joining an organization that is small enough for you to be noticed, but big enough to provide you with a meaningful career, then we want to hear from you! We carefully review all applications and contact candidates retained for further consideration in a timely manner. Click on “Essential information” below to learn more about our selection process.

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