

## 1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code:	
12-13851	Leasing Coordinator	Manager, Real Property (12-09988)	03300-01-1-111-0302004-04- ????	
Department		Division/Region	Community	Location
Nunavut Housing Corporation		12600-01	Iqaluit	Iqaluit

## 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The Leasing Coordinator is responsible to coordinate all staff and public housing leases, both leased and owned located in Nunavut on behalf of the Government of Nunavut (GN). The Leasing Coordinator participates in the development of new programs, policy strategies and government initiatives. The position will coordinate between the NHC Directorate office, Headquarters and other government departments, private landlords and occupants to facilitate and maintain a harmonious working relationship in the completion of projects, operation and maintenance of properties.</p>
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## 3. SCOPE

<p><b>Describe in what way the position contributes to and impacts on the organization.</b></p> <p>The Leasing Coordinator provides support and services to landlords on leased staff and public housing units requiring housing accommodations throughout Nunavut. Reporting to the Manager, Real Property, the position assists in the daily operation of the Staff Housing Program including owned and leased properties, utilities, and oversight of the staff housing administrative contractors located in Iqaluit. The Leasing Coordinator researches GN/NHC legislation, policies, procedures and provides appropriate information to the NHC offices, other government departments, private landlords and occupants, and Contract Authorities in NHC HQ and Regional Offices to ensure harmonious working relationship in the completion of staff housing projects.</p>
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## 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.**

**Coordinating the planning, implementation, and administration of all staff housing leases by:**

- Developing a detailed knowledge of the portfolio of properties and the occupants;
- Developing a professional working relationship with landlords, contractors, and client departments;
- Analyzing the staff housing objectives to determine time frames;
- Planning and coordinating work programs for maintenance and renovations;
- Ensuring that proper maintenance schedules and procedures for each property are developed, followed, and necessary records are maintained;
- Negotiating resolutions to problem areas;
- Identifying the agency responsible for work required to operate and maintain the properties;
- Assisting in the preparation and analysis of variance reports, housing reports and any other type of report that may be required;
- Preparing expense vouchers for the payment of staff and public housing leases;
- Invoicing of transient housing per GN Departments; and
- Coordinating invoices for MOU's and annual billings as required for NHC District offices.

**Coordinating all staff housing contracts in the City of Iqaluit and Nunavut as necessary on behalf of the NHC by:**

- Developing and updating contracts and leases;
- Monitoring the timely completion of contract and lease signings;
- Reviewing service contracts and lease documents for continuity, conformity and to ensure contract performance is met and all duties are being performed; and
- Recommending action on contract or lease deficiencies identified.

**Researching GN/NHC legislation, policies, procedures and provides appropriate information to Contract Authorities in the NHC by:**

- Researching the GN Contract Procedures Manual, the Financial Administration Act (FAA), Contract Regulations; Nunavut Incentive Policies, Procedures, Manuals and other GN/NHC documents;
- Arranging for copies of the NHC Lease Contracting procedures manuals, policies, workshop materials, and brochures to be distributed to contracting authorities;
- Providing results and referencing of research of source documents to contracting authorities;
- Providing explanations and clarifications on the GN/NHC Lease Contracting Regulations, Acts, and procedures to acting authorities;
- Bringing contracting issues that are not being addressed to the Manager, Real Property and Manager, Contract and Procurements attention; and
- Bringing incentive policy issues that are not being addressed by current procedures manuals to the attention of the NNI Coordinator.

**Participating in the development of new programs, policy strategies and government initiatives by:**

- Acting on recommending new policies;
- Developing and updating procedure and program manuals;
- Reviewing drafts of property management procedures and policies; and
- Assisting the Manager, Real Property in developing new policies and procedures when are where required.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

### **Contextual Knowledge**

- Knowledge of all forms of gross and net residential leases;
- Knowledge of residential property and facilitating property management policies and procedures;
- Strong working knowledge of MS Office programs (i.e. spread sheets, word-processing, presentation software and email), and working knowledge of residential property management software would be considered an asset;
- A working knowledge of the Residential Tenancy Act;
- Knowledge of Nunavut, the Culture and Inuit Societal Values is an asset;

### **Skills and Abilities**

- Experience in working with and evaluating contractors' performance;
- Experience in contract writing or legal clauses;
- Excellent oral and written communication skills;
- Strong office administration skills;
- Good business communication skills both oral and written.
- Ability to conduct complex negotiations while presenting a competent business like image;
- Ability to plan and implement administrative procedures required to effectively manage the financial personnel and administrative functions of the Staff Housing Program;
- Ability to multi-task and set priorities;
- Must possess a valid Driver's license

### **Qualification Requirements**

Typically, the above knowledge, skills, and abilities would be attained through:

- Degree in Business Administration (BBA) or similar post-secondary education in Property Management, Contracts or a REIC Designation.
- Two (2) years related work experience in contract and/or property management.
- An acceptable combination of work experience and education may be considered.

The ability to communicate in two or more of the official languages in Nunavut is considered an asset

## 6. WORKING CONDITIONS

**List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.**

### **Physical Demands**

**Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.**

- The majority of work takes place in the sitting position using a computer.
- Travel into remote locations in small aircraft may be required.
- Possibility of long periods away from home due to weather and flight availability.
- Inspection duties will require that construction sites be visited and hazards inherent in such sites must be recognized along with proper procedures followed for safe site visits.
- In many hotels the dietary choices are limited and a choice of meals is not generally available.

## **Environmental Conditions**

**Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.**

- Climatic conditions can vary, and extreme cold and windy conditions may have to be taken into consideration when visiting communities.
- Toxic fumes, hazardous chemicals, hazardous materials maybe encountered at any site inspection.
- Winter storms and summer fog may strand a traveler for extended periods.
- Insects, dogs and other dangerous animals maybe encountered upon inspection.

## **Sensory Demands**

**Indicate the nature of demands on the jobholder's senses to make judgments through touch, smell, sight and hearing, and judge speed and accuracy.**

- Extensive use of a personal computer may lead to eyestrain and repetitive stress problems.
- During construction site inspections the individual must remain alert and observant at all times.
- Loud noises on sites may make hearing difficult.

## **Mental Demands**

**Indicate conditions that may lead to mental or emotional fatigue.**

- Many deadlines may lead to stressful situations.
- The position may encounter individuals who become belligerent and behave in a threatening manner, the ability to use persuasion and tact with a professional approach is required.
- Working on many projects simultaneously may lead to stress.
- Resolving peoples housing problems can become emotionally trying.

## 7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ President &amp; CEO Signature</p> <p>_____ Date I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>	