

Job Title: Lease Administrator

Requisition ID **337057** - Posted **05/17/2023** - **Winnipeg - Shared Health - Permanent - Non-Clinical - Non Union**

Requisition ID: 337057

Position Number: 20059148

Posting End Date: June 7, 2023

City: Winnipeg

Site: Shared Health

Work Location: Winnipeg Shared Health

Department / Unit: Capital Planning - Corp

Job Stream: Non-Clinical

Union: SH Exempt-OT

Anticipated Start Date: ASAP

FTE: 1.00

Anticipated Shift: Days

Daily Hours Worked: 7.50

Annual Base Hours: 2015

Shared Health leads the planning and coordinates the integration of patient-centred clinical and preventive health services across Manitoba. The organization also delivers some province-wide health services and supports centralized administrative and business functions for Manitoba health organizations.

Position Overview

Capital and Facilities Management (C&FM) provides the capital planning and project delivery for healthcare projects across Manitoba's healthcare system as well as leading facilities management. Facilities management includes the operations and standards related to environmental services, security, environmental sustainability, energy/utility management, maintenance services and infrastructure engineering and support. The planning function coordinates a multi year capital plan aligning with approved clinical and preventive services plan. Project design and delivery services includes project design, construction administration, move and occupancy planning. Additionally, the FM services provides and coordinates these services directly for Manitoba's flagship hospital, Health Sciences Centre, and directly managed mental health and addiction service facilities.

The Planning team leads the provincial process towards an ever refreshed multi year plan for all capital needs incorporating the goals of the Manitoba Clinical and Preventive Services Plan and various other inputs. As a part of the Planning Department, the Lease Administrator manages for Shared Health and WRHA leases, all the contractual aspects of real property leases including the Manitoba Health Ministerial notifications and approval process and required reporting through the Annual Operating Plan. For other Health Authorities, leads and coordinates to ensure that appropriate lease terms and conditions, tracking and reporting are in place.

Main Function:

For all real property leases, sets contractual standards and ensures that proper lease planning, management and authorization processes are in place at all Service Delivery Organizations (SDO). For Shared Health and WRHA leases, ensures proper lease planning, management, reporting, and authorization, including developing processes for identifying and planning lease needs incorporated and reported in the Annual Operating Plan. Prepares authorization documents for submission to the Minister as per the Act and Health policy. Manages leases for Shared Health and WRHA sites including assisting other SDO's with their lease management. Also acts as the Leasing manager when Shared Health or WRHA lease out space, and supports other SDO's with appropriate lease language. Supports routine review of property assessment and property taxes for all types of properties.

Experience

- Two (2) to three (3) years of progressive experience in property management industry, preferably in the commercial or institutional sector, handling multiple sites.
- Strong customer service background and ability to develop rapport with landlords and owner's occupants (tenants).

- Experience in reading and understanding lease agreements, property billing and budget tracking.

Education (Degree/Diploma/Certificate)

- University degree or diploma in property management, facilities management or business management preferred.
- A combination of education and experience in business commercial property management may be considered.

Certification/Licensure/Registration

- Certification with BOMI (Property Administrator Certificate, Certified Manager of Commercial Properties, Real Property Administrator, etc.) or other similar industry related designations or certifications preferred.
- Active member in good standing of an associated regulatory body in the Province of Manitoba preferred.

Qualifications and Skills

- Demonstrated management leadership capabilities. The provincial health system in Manitoba has adopted the LEADS in a Caring Environment framework.
- Excellent interpersonal skills with a demonstrated customer service approach.
- Ability to interpret drawings and technical documents required.
- Ability to evaluate alternate property options, negotiate terms and conditions within a pre-determined scope, and conclude negotiations to tentative agreements.
- Ability to develop and manage budgets, including estimating costs, tracking expenses, forecasting and analysis.
- Ability to organize and prioritize multiple and often changing work demands with restrictive and possible competing deadlines.
- Ability to work independently and make a positive contribution within a team environment.

Physical Requirements

- May be required to travel throughout the service area requiring a valid Manitoba driver's license and use of a personal motor vehicle.

We have a unique ability to work together to make health care better. If you want to make a difference and contribute to supporting the health of your family, friends and neighbours, please apply today.

Interested candidates should select the "Apply" icon below to upload their cover letter, resume and copy of licenses/certification.

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.

Please note that an employee is not permitted to hold two or more positions in Shared Health that combine to equal more than 1.0 FTE.

Shared Health values and supports employment equity and workplace diversity and encourages all qualified individuals to apply. We thank all applicants but only those selected for an interview will be contacted.

We welcome applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.