

Job Class Profile: Senior Accommodations Officer**Pay Level: CG-38 Point Band: 848-881**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	1	4	5	4	5	5	3	
Points	280	83	6	19	150	87	103	107	32	867

JOB SUMMARY

The Senior Accommodations Officer performs responsible work associated with the management of government's leased accommodation portfolio and the development and implementation of a program directed towards the utilization management of government owned and leased facilities.

Key and Periodic Activities

- Oversees and supervises technical staff including reviewing, developing and maintaining work schedules; providing advice regarding tender and contract document preparation; and providing instruction and monitoring of project development progress.
- Assists in the management of the Division by assigning projects; developing and maintaining a computerized records management system; preparation of the Division's budget in consultation with the Director; and representing the Division on departmental/inter-departmental committees.
- Prepares briefing notes and routine cabinet papers relating to leasing situations for executive of the Department of Transportation and Works and other line department senior officials; preparing Treasury Board submissions applicable to leasing; and preparing legal lease contracts for ratification by government and building owners.
- Manages and/or participates in negotiating lease contracts, lease renewals and building renovation parameters and costs with building owners; and facilitating dispute resolution between the Department of Transportation and Works and other line Departments, landlords and contractors regarding policy and contract interpretation as well as contract negotiations and/or deficiencies.
- Develops and implements revisions to tender specifications for leased space; preparing and managing the public tender process for the leasing of space in Government owned buildings and for the acquisition of leased space for line departments and agencies; and reviewing and evaluating landlord claims for operating and common area expenses and negotiating associated adjustments.
- Develops and maintains the leasing Policy and Procedures Manual for the Division.
- Monitors and analyzes market trends and statistics through surveys and research.
- Briefs spatial consultants on the scope of work, departmental standards, specification and drawing requirements and administrative procedures.
- Liaises with other Federal, Provincial and Municipal authorities on aspects of Government

Key and Periodic Activities

accommodations.

SKILL

Knowledge

General and Specific Knowledge:

- Technical fields and building sciences such as architectural, mechanical, electrical and civil technology
- Various building codes and standards
- Government legislation, regulations and policies applicable to leasing and tendering

Formal Education and/or Certification(s):

- Minimum: Graduation with a degree from an approved college or university in a Building Sciences or a related field

Years of Experience:

- Minimum: 4-5 years of experience with leasing and legal issues relating to leasing

Competencies:

- Manage several databases and utilize various computer applications
- Assessment and analytical skills

Interpersonal Skills

- A range of interpersonal skills are used including listening to issues; asking questions to obtain information; providing advice, information and direction to others; providing expert advice; communicating complex information; negotiating lease contracts with landlords; dealing with upset clients and landlords to resolve disputes.
- Communications occur with employees within the immediate work area and throughout the Department, in other Departments but within the organization and employees outside the organization including management personnel and contractors, internal & external executive groups (i.e. Deputy Ministers, Assistant Deputy Ministers and Chief Executive Officers to discuss changes to government services delivery affecting employee relocation, tender specifications, legislation, Cabinet submissions, standards and policies) and professional advisors. Some interactions occur with Executive Assistants and the House of Assembly regarding accommodations.
- The most significant contacts would include technical staff, supervisor/manager, Director and executive staff as well as landlords and contractors.

EFFORT

Physical Effort

- Work demands typically do not result in considerable fatigue, requiring periods of rest.
- Occasionally required to lift file boxes less than 10 lbs.
- Majority of work tasks involve the use of a computer therefore constant visual concentration and sitting is required.

— Fine finger/precision work required to operate various computer programs.
Concentration
<ul style="list-style-type: none"> — Visual concentration is constantly required in writing tender specifications, letters, Cabinet submissions, reports and plans. — Auditory concentration is required during negotiations and to listen to staff and accommodations related issues. — Work is subject to regular time pressures/deadlines in tender specifications, contract requirements and leasing obligations and constant interruptions and priority changes. — Eye/hand coordination is required for computer usage. — Exact results and precision is required for lease contract and tender language which could cause legal complications.
Complexity
<ul style="list-style-type: none"> — Work involves a series of tasks and activities that are different/unrelated and require the use of a broad range of skills and a diversity of knowledge. — Work regularly presents problems for which there are a limited number of solutions or where there is limited opportunity to apply standardized solutions and the resolution must be developed or found. — Occasionally, tasks or problems are highly technical and may have policy significance. — Typical challenges or problems relate to work associated with the management of government's leased accommodation portfolio and overseeing/coordinating related functions. — References available to address challenges and issues include the Public Tendering Act, Government Regulations and Office Space Standards, Divisional Policy and Procedures Manual, Occupation Health and Safety Act, Residential Tenancies Act, Financial Administration Act, several National Codes, Standards and Regulations, News releases and publications (i.e. Green Report) as well as the Departmental Solicitor, Departmental Executive and Divisional Director.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks and activities are somewhat prescribed and controlled. — Without formal approval, can advise client departments whether or not renovation quotes are acceptable and cost comparable to current market trends; enter into lease contracts under \$10,000.00 per annum; provide full certification for the payment of invoices; work order authority up to \$10,000.00, approval of leave requests and full Departmental Purchase order authority. — Requires formal approval for lease contracts over \$10,000.00; tender awards; work orders more than \$10,000.00; revisions to tender language; and changes to standard Divisional Policy & Procedures. — Work is performed independently and requires the ability to interpret and make decisions relative to government standards, guidelines and regulations so that no injury or loss of life occurs to clients, employees or public.

Impact

- Work results are directly felt within the immediate work area, the Department, outside Department's but within direct Government, outside direct Government and with clients, contractors and the general public.
- Work results typically impact finances, processes and systems, facilities, human resources and corporate image.
- The consequences of error are significantly felt by all areas and may result in improper interpretation of guidelines, regulations and contracts which could result in legal proceedings with extra costs to government.
- Consequences of mistakes or errors varies depending on the issue involved (i.e. legal issues may take a longer time to resolve).
- Work is performed within a variety of standards and regulations. Errors or mistakes are typically identified by staff involved with the management of government's leased accommodation portfolio.

Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a medium size work group of employees (5 to 10 employees).
- Also acts as team leader, mentor and provides guidance and direction as required

WORKING CONDITIONS**Environmental Working Conditions**

- No special precautions or safety equipment required.
- Limited likelihood of minor cuts, bruises, abrasions or minor illnesses.
- Work is performed in a typical office environment with exposure to computer glare and unusual or distracting noise.