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# Junior Real Property Analyst - Parliamentary Portfolio

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**Reference number:** SVC21J-018499-000147

**Selection process number:** 2021-SVC-EA-HQ-388808

Public Services and Procurement Canada - Science and Parliamentary  
Infrastructure Branch  
Ottawa (Ontario), Gatineau (Québec)  
EC-03

\$67,651 to \$76,548

**Closing date: 11 April 2021 - 23:59, Pacific Time**

**Who can apply:** Persons residing in Canada and Canadian citizens residing abroad.

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## Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

### Assessment accommodation

We will only use your CV for the screening of essential qualifications. Thus, make sure that your education and experience are well demonstrated in your CV.

## Work environment

Who are we?

Public Services and Procurement Canada (PSPC) manages one of the largest and most diverse portfolios of real estate in the country and is the Government of Canada's real property expert. The Science and Parliamentary Infrastructure Branch (SPIB) offers a dynamic team, a challenging work portfolio, opportunities for growth, and unique access to historic buildings. As the custodians of the Parliamentary Precinct, we are leading a multi decade, multibillion dollar restoration of Canada's most important heritage buildings, ensuring their preservation for future generations and visitors.

As part of our team, you'll have the opportunity to collaborate with federal and municipal partners on a range of activities, from urban planning to project delivery, which will influence the evolution of Parliament Hill and surroundings.

In between stakeholder meetings, senior management briefings, consultant calls and document reviews, hardworking and fun-loving colleagues find time to share urban inspirations, project experiences and enjoy nearby patios.

We provide a single point of service delivery to Crown assets within the Parliamentary Precinct, in partnership with our parliamentary partners: the Senate of Canada, the House of Commons, the Library of Parliament and the Parliamentary Protective Service. Our other clients include the Privy Council Office and the Prime Minister's Office. We also manage the space for commercial tenants, leasing the properties along Sparks Street. Services we offer to our partners and clients include: accommodation planning, capital projects planning and delivery and building operations and maintenance to ensure ongoing continuity of government.

Take a look behind the scenes at the progress made on the rehabilitation projects within the Parliamentary Precinct: <http://www.tpsgc-pwgsc.gc.ca/citeparlementaire-parliamentaryprecinct/rehabilitation/100/index-eng.html>.

Why work at PSPC?

Did you know that PSPC was selected as one of Canada's Best Diversity Employers in 2020 for a fourth year in a row? We invite you to join an organization that is committed to ensuring an inclusive workplace and respect for all!

## **Intent of the process**

A pool of partially assessed candidates will be established through this process to staff bilingual positions with various security requirements. This pool will be opened to other Departments.

By applying to this process, you consent to your personal application-related information being shared with other government departments interested in staffing similar positions.

**Positions to be filled:** Number to be determined

## Information you must provide

Your résumé.

### **In order to be considered, your application must clearly explain how you meet the following (essential qualifications)**

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#### STEP 1 - TELL US

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Tell us about you! We want to know why you would be a great candidate for the position of Real Property Analyst and what you would bring to the team.

1) Do you have a degree from a recognized post-secondary institution with acceptable specialization in economics, sociology or statistics?

Degree equivalency

2) Explain how you have acquired at least 1 year experience in the last 10 years, in a commercial real property context, in one or a combination of these fields:

- Property management
- Project and/or construction management
- Investment and/or financial analysis
- Appraisal
- Portfolio management
- Asset management
- Leasing
- Development
- Land use and/or site planning

Note 1: Your resume must clearly demonstrate the years of experience you have working in at least one of the fields above. Examples which could help demonstrate this

are: noting your roles, your responsibilities, your tasks, your title, your supervisor's title and/or your group.

Note 2: The tasks you are describing must have been undertaken directly and not undertaken by a third-party (e.g.: overseeing a 3rd party leasing broker does not count as leasing experience). In addition, working in an ancillary field but dealing with commercial real property is not applicable (e.g.: working in the banking sector providing loans or mortgages for commercial real property).

Note 3: As part of a volume management approach, only candidates with two (2) years' experience in the last 10 years may be selected to advance.

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STEP 2 – SHOW US  
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If your application is screened in, we would like to test your knowledge of portfolio, asset and investment management principles.

You will be invited to show us your competencies in the following areas:

- Client Service Competency - Level 1: You deliver high-quality client service (<https://www.tpsgc-pwgsc.gc.ca/sc-cs/csc-eng.html>).
- Create vision and strategy
- Achieve results
- Communication

(Key Leadership competencies: <https://www.canada.ca/en/treasury-board-secretariat/services/professional-development/key-leadership-competency-profile/examples-effective-ineffective-behaviours.html>)

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STEP 3 – INFORMAL MEETING  
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Finally, if you make it to this step, hiring managers will contact you to meet them in person or virtually in order to get to know you better and discuss a job opportunity.

**If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)**

## ASSET QUALIFICATION

Have acquired at least 2 years' experience in the last 10 years, in a commercial real property context, in one or a combination of these fields:

- Property management
- Project and/or construction management
- Investment and/or financial analysis
- Appraisal
- Portfolio management
- Asset management
- Leasing
- Development
- Land use and/or site planning

## **The following will be applied / assessed at a later date (essential for the job)**

Bilingual - Imperative (BBB/BBB)

[Information on language requirements](#)

## **The following may be applied / assessed at a later date (may be needed for the job)**

### ASSET QUALIFICATION

Knowledge of MS Excel

## **Conditions of employment**

Various security requirements:

- Reliability
- Secret security clearance
- Top Secret security clearance

Willingness and ability to work overtime

Willingness and ability to travel for work

## **Other information**

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

### Information on employment equity

You must be prepared to provide the original or a certified true copy of your educational credentials and proof of citizenship. For candidates with an international degree, Canadian equivalency will also be requested.

Persons are entitled to participate in the appointment process in the official language of their choice.

Communication for this process will be sent via email. It is the responsibility of the candidate to ensure accurate contact information is provided and updated as required.

Candidates who apply to this selection process should provide an email address that accepts emails from unknown users (some email systems block these types of emails).

## **Preference**

Preference will be given to veterans and to Canadian citizens, in that order, with the exception of a job located in Nunavut, where Nunavut Inuit will be appointed first.

### Information on the preference to veterans

**We thank all those who apply. Only those selected for further consideration will be contacted.**

## **Contact information**

**External Staffing for the Science and Parliamentary Infrastructure Branch**

[TPSGC.dotationexterneDGCP-externalstaffingPPB.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.dotationexterneDGCP-externalstaffingPPB.PWGSC@tpsgc-pwgsc.gc.ca)

## **Apply online**

**Date modified:**

2021-01-26