

**Superintendent of Real Estate  
Ministry of Finance  
Vancouver**

***A challenging and exciting opportunity to enhance British Columbia's reputation for effective regulation of the real estate sector***

The newly established Office of the Superintendent of Real Estate regulates the real estate industry in British Columbia to protect the public interest and increase the transparency, accountability and restore public confidence in the real estate sector.

The Superintendent of Real Estate will work diligently to oversee a series of reforms to strengthen public confidence in the regulation and practices of licensed real estate professionals. Effective regulation and supervision of the real estate industry is essential to maintain the integrity, stability and overall economic health in the province. A key priority will be to implement recommendations out of the recent (June 2016) Report from the Independent Advisory Group.

The Superintendent of Real Estate is the senior official responsible for the policy, program and delivery of effective services and regulation throughout the province. The Superintendent of Real Estate implements appropriate policy and oversees the enforcement of the Acts and recommends changes to legislation and regulations to ensure current and emerging issues are appropriately reflected.

The successful candidate must demonstrate a commitment to public service and is a senior leadership professional who has handled multiple complex projects and high level negotiations with successful results.

Please refer to the job profile below for complete list of qualifications. The appointee will be required to consent to a criminal record check.

To express your interest in this opportunity, please email your cover letter and resume to [Executive.Recruitment@gov.bc.ca](mailto:Executive.Recruitment@gov.bc.ca) by July 13, 2016. Thank you to all who express interest.

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**Superintendent of Real Estate  
Vancouver****PROGRAM**

The Office of the Superintendent of Real Estate regulates the real estate industry in British Columbia. This regulation is designed to protect the public and prevent improper market conduct in the real estate sector. The Office of the Superintendent of Real Estate is responsible for the administration and enforcement of three provincial statutes:

- *Real Estate Development Marketing Act*
- *Real Estate Services Act*
- *Strata Property Act*

**PURPOSE OF POSITION**

Effective regulation and supervision of the real estate industry is essential to maintain the integrity, stability and overall economic health in the province. The Superintendent of Real Estate will work diligently to strengthen public confidence in the regulation and practices of licensed real estate professionals. A key priority will be to implement recommendations out of the recent (June 2016) Report from the Independent Advisory Group.

The Superintendent of Real Estate is the senior official responsible for the policy, program and delivery of effective services and regulation throughout the province under their jurisdiction. The Superintendent of Real Estate implements appropriate policy and oversees the enforcement of the Acts and recommends changes to legislation and regulations to ensure current and emerging issues are appropriately reflected.

- The Superintendent of Real Estate is responsible for the oversight of the Real Estate Council of BC and protects consumers from unlicensed real estate services activity under the *Real Estate Services Act* and Regulations.
- The Superintendent of Real Estate ensures that developers provide full information and deposit protection to consumers when marketing residential developments under the *Real Estate Development Marketing Act* and Regulations.
- The Superintendent of Real Estate undertakes functions under the *Strata Property Act* and Regulations which are critical to the creation of strata titles at the Land Title Office.
- The Superintendent is a statutory decision maker and as such they or their delegate presides over administrative law hearings and renders decisions which are subject to appeal or judicial review.

**NATURE OF WORK AND POSITION LINKS**

The Superintendent of Real Estate acts as the chief administrator of the *Real Estate Services Act (Act)*, and consults with various private and public sector groups on the security, promotion, establishment, maintenance and improvement of the enforcement of this *Act*. The decisions made by the Superintendent of Real Estate have a direct and significant impact on the regulation and enforcement of this *Act* within the province and impacts a great number of the population of the province using these services and products.

The Superintendent of Real Estate represents the government as the senior regulatory official for the real estate industry, and has full discretion to make regulatory approvals or apply regulatory sanctions consistent with the provisions of the *Act* administered.

The Superintendent of Real Estate works closely with the CEO, FICOM and with the Ministry of Finance to ensure effective business operations.

The Superintendent of Real Estate is a Public Service employee. The position is an Order-In-Council appointment by the Lieutenant Governor that reports to the Minister of Finance through the Deputy Minister.

**Position Links:**

- Real Estate Council of British Columbia (RECBC) – to monitor its operations with respect to delegated authorities and regulate real estate in the public interest
- Financial and Corporate Sector Policy Branch – to provide policy recommendations
- Regulators of other jurisdictions, both federally and provincially – to consult and confer on common issues
- Industry associations and regulated institutions – to negotiate prudential/regulatory issues.

**SPECIFIC ACCOUNTABILITIES / DELIVERABLES**

- Implements IAG report recommendations and legislative changes flowing from the report and ongoing and overseeing RECBC implementation of the same.
- Strengthen public confidence in the regulation and practices of licensed real estate professionals.
- Directs the development of comprehensive policies, program initiatives and proposes amendments to the Act, and Regulations to ensure comprehensive and effective program administration.
- Acts as a senior advisor to government and the real estate industry on policy.
- Directs the development, implementation and evaluation of regulatory programs as provided under the Act for the province to ensure statutory and regulatory requirements are met.
- Ensures all parties that are actively involved in the Real Estate industry are provided with all necessary information and advice regarding the application of the Act, and responds to problems not anticipated by the Act.
- Directs the development of briefing materials and discussion papers to ensure timely information and advice regarding emerging issues, policy and legislative changes is provided to the Executive and the Minister; Approves Cabinet and Treasury Board submissions.

**FINANCIAL RESPONSIBILITY**

Developments approved each year - in excess of \$600 billion  
 Real Estate licensees – 20,457

**DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)**

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	1	
Supervises staff through subordinate supervisors	6	

**PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)**

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input checked="" type="checkbox"/>	
Lead project teams <input checked="" type="checkbox"/>		Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/>	

NAME:	DATE:	
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**EXCLUDED MANAGER AUTHORIZATION**

I confirm that: 1. the accountabilities / deliverables were assigned to this position effective June, 2010. 2. the information in this position description reflects the actual work performed. 3. a copy has / will be provided to the incumbent(s).		
NAME:	SIGNATURE:	DATE:

## **QUALIFICATIONS STATEMENTS**

### **EDUCATION**

University degree in a related discipline such as Law, Accounting, Economics or Financial Management;  
OR:

An equivalent combination of relevant experience, education and/or training which must include some formal post-secondary level course work in a related field may be considered.

### **EXPERIENCE**

- Experience in a leadership role at the senior management level;
- Experience ensuring professional conduct in real estate sector is respected and upheld;
- Develop and administer legislation and regulations;
- Negotiating solutions to high level, complex disputes;
- Interpreting and applying acts and legislation;
- Public speaking in a high profile environment;
- Developing, implementing, enforcing and evaluating policy;
- Planning, coordinating, and managing complex projects;
- Providing advice and recommendations to senior government and other senior level stakeholders;
- Delivering a program within authorities provided in statutes, regulations and policies;
- Leading an organization through legislative, policy and organizational change.

### **KNOWLEDGE**

- Structure and organization of the Public Service;
- Political and governmental institutions and processes
- Legislation related to real estate;
- Resource allocation, project management and strategic planning;
- Public and stakeholder consultation process;
- Provincial and National regulatory associations and committees.

### **SKILLS/ABILITIES**

- Effectively communicate, both orally and in writing, by providing and obtaining information of a complex, technical or sensitive nature in a timely manner;
- Deliver effective presentations of subject matter that is controversial to potentially unreceptive audiences, while maintaining credibility and integrity;
- Actively influence and persuade individuals or groups with competing interests to gain support and buy-in from others and achieve desired results;
- Systematically analyze problems and issues, identify options, draw logical conclusions and sound inferences, develop and/ recommend appropriate practical courses of action using innovation, creativity, good judgment and strategic thinking;
- Provide leadership and direction contributing to the success of the organization and it's strategic priorities;
- Effectively supervise a professional staff and work teams in accordance with human resource principles, policies and guidelines;
- Develop manage and monitor budget related to a specific project or initiative;
- Anticipate, identify, and analyze trends, emerging issues and urgent situations quickly and develop and implement appropriate courses of action.

The appointee will be required to consent to a criminal record check

## COMPETENCIES

To achieve government's **Vision**, the Superintendent must position and structure their organization to maximize its effectiveness. Superintendents practice **Strategic Thinking** in translating the vision to goals and strategies, and support their accomplishment through facilitation and leading change.

In **Stakeholder Relationships**, Superintendents ensure that they are enhancing the organization's relationships with external partners and stakeholders. This includes building strategic alliances, managing conflicts, negotiating effectively, and effectively communicating ideas, analyses and proposals to stakeholders.

Superintendents model **Integrity and Authenticity**, building a culture of trust, integrity, risk taking and creative thinking in the organization through demonstrating personal integrity, using feedback to self-improve, following through on commitments and acting consistently with the espoused values and culture of the organization.

In **Leading People**, Superintendents must motivate, empower and lead employees to accomplish goals and objectives, rewarding high performance, promoting empowerment and developing their employees, providing opportunities for growth, and managing issues with their organization.

*The professional values of the BC Public Service . . .*  
**Courage, Teamwork, Curiosity, Service, Passion, Accountability**  
*Always with integrity*