

## UW HEALTH JOB DESCRIPTION

### REAL ESTATE SPECIALIST

<b>Job Code: 410012</b>	<b>FLSA Status: Exempt</b>	<b>Mgt. Approval: M Flint</b>	<b>Date: January 2023</b>
<b>Department: Planning, Design, Construction</b>		<b>HR Approval: S. Whitlock</b>	<b>Date: January 2023</b>

### JOB SUMMARY

The Real Estate Specialist is responsible for providing coordination and support for Corporate Real Estate in the Planning, Design, and Construction Department within UW Health. Responsibilities include coordination and maintenance of the administrative, transactional, financial, operational, and programmatic activities of real estate development for UW Health. This includes support and management of real estate lease administration functions including lease management system, financial payments and receivables, tenant allowance reimbursement, transactions, and activities relating to the integration of real estate functions within UW Health. The position will require the close interaction with the construction management team, facilities planning; legal, finance, purchasing and materials end user departments. The individual in this position requires excellent communication skills, creativity, flexibility and the ability to operate in high-pressure situations. In addition, it requires excellent organizational skills, a demonstrated innovative approach to problem resolution, exceptional interpersonal skills, and the ability to work collaboratively across UW Health entities and disciplines. It also requires initiative and dedication to patient and family centered care and to the highest standards of performance in all endeavors.

### MAJOR RESPONSIBILITIES

- Responsible for the administration of all UW Health leases including lease payments, price adjustments, coordination of all landlord and tenant issues throughout the term of the lease, and oversight of leasing management system.
- Build and manage productive relationships with network of commercial brokers, landlords, and attorneys.
- Identify and manage the lease obligations of UW Health's real estate portfolio including leases, subleases, tenants, sub-tenants, development and space use agreements.
- Coordinate property acquisition and disposition negotiations, including leases, subleases, and assignments with the assistance of the Manager Real Estate and UW Health's Office of Corporate Counsel.
- Coordinate the transactional aspects of lease negotiations, sales and acquisitions of real estate asset, and new developments.
- Assist in structuring financial analysis and presentation of deal structures to senior management team.
- Perform due diligence in evaluating property, including reviewing title reports, appraisals, environmental audits and other elements of due diligence and assessing risk vs reward associated with acquiring property.
- Collaborates with internal and external General Counsel and analyzes title commitments after appropriate transaction approvals have been received; reviews and interprets the accuracy of legal descriptions, title history, liens, encumbrances and encroachments.
- Assist in coordinating all aspects of the disposition of the property including negotiating terms and conditions of the sale.
- Coordinates with real estate brokers and appraisers, as required, to represent UW Health in the acquisition or disposition of real estate; conducts and/or hires consultants to conduct real estate market research to identify trends, patterns and practices to inform recommendations and plans.
- Manages an inventory system to classify and track real property transactions and lease payments.
- Reviews all documentation relating to real estate related agreements, ensuring all necessary inspections, assessments, and appraisals have been conducted, as required, in compliance with all regulatory requirements.
- Coordinates the delivery of real estate assets with affected departments.
- Develops and implements tools, benchmarking, templates, and reports to support the Manager Real Estate.
- Provides administrative support for strategic and operational projects within assigned area.
- Participates in providing education related to functions of program.
- Role models service excellence in interactions with internal and external constituents.

#### Operational Improvement

- Collects and utilizes operational and benchmarking data to recommend targets for improvements.
- Participates in the review of program processes. Recommends and participates in implementation of process improvements. Monitors and measures process changes.
- Research of industry best practices and recommends process improvements to leadership.

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- Reviews and recommends policies that support the direction of the department.

### Strategic Planning

- Participates on program planning teams and provides support in the coordination of the planning process, financial, and marketing strategies.
- Establishes monitoring process for tracking performance of new programs to facilitate programmatic adjustments needed to assure accomplishment of objectives.

### Miscellaneous

- Responsible for other miscellaneous duties as assigned.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Associates Degree or two (2) years of relevant experience considered in lieu of degree.
	Preferred	Bachelor's degree in related field of Business Administration, Healthcare Administration, or related field
Work Experience	Minimum	Six (6) years related experience to business administration, real estate, construction and facilities management services.
	Preferred	Eight (8) years related experience to business administration, real estate, construction and facilities management services.
Licenses & Certifications	Minimum	
	Preferred	Certified Facility Manager (CFM), Real Property Administrator (RPA), Certified Property Manager (CPM)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>Exceptional oral/written communication skills.</li> <li>Ability to independently research issues and make effective recommendations using critical thinking skills.</li> <li>Effective analytical ability to solve complex problems and issues.</li> <li>Excellent customer service skills and ability to work with a diverse group of people.</li> <li>Track record demonstrating ability to function independently and as a team member, and consistently deliver quality outcomes.</li> <li>General knowledge of the principles and practices of human resource management.</li> <li>Excellent organizational skills and attention to detail.</li> <li>Competent in MS Outlook, Word, Excel, and PowerPoint.</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

N/A

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
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	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>X</b>	<b>Light:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.