

## About Us

Potentia Renewables Inc. ("Potentia") is a Canadian, federally incorporated, fully integrated developer, owner, asset manager, and operator of renewable energy facilities, headquartered in Toronto, Ontario. Potentia's development, construction, and ownership of projects date to 2010. It currently owns or manages nearly 1,000 MW representing more than 800 solar and wind projects that are in operation, under construction or under contract. Potentia is headquartered in Toronto, Ontario. At Potentia Renewables Inc., we're not just a company; we're visionaries in the renewable energy sector, dedicated to leading the way toward a sustainable future. Our journey, driven by a dynamic and entrepreneurial spirit, is guided by our unwavering commitment to excellence, passion, integrity, and agility. As leaders in renewable energy development, operations, and asset management, we are not only contributing to the present but also paving the way for a cleaner, more sustainable world for future generations. Potentia Renewables is headquartered in Toronto, Ontario and wholly owned by Power Sustainable Capital Inc., an affiliate of Power Corporation of Canada.

## Position Title

Land Analyst – Parental Leave Contract

## Location

Remote. Travel may be required to Potentia's headquarters in Toronto, ON throughout the year to fulfill role and duties or attend company-wide meetings. Other travel to various project sites in Canada and the U.S. may be required.

## Accountabilities and Key Functions

The Land Analyst is responsible for reviewing and processing land documents, ensuring land agreement compliance, processing various Landowner payments, routine Pandell LandWorks data maintenance and reporting, as well as maintaining documents in SharePoint as needed. This position will serve as liaison between the Development, Legal, Accounting, Business Management and Operations departments and external stakeholders, as required, for all land-related matters.

## Role & Responsibilities:

- Prepare, update, and maintain all land records in Pandell LandWorks and SharePoint.
- Draft land-related agreements including leases, rights-of-way agreements, damage releases, and third-party agreements.
- Generate supporting documentation such as acquisition reports and third-party line lists.
- Accurately record new agreements and payment terms in Pandell LandWorks and validate data for completeness and accuracy.
- Manage and process land payments, including completing various calculations and tracking of due dates, renewals, and expirations; communicate key dates to internal teams.
- Process electronic submissions for new agreements, releases, and routine updates (e.g., address changes, assignments, and direction of payment forms).
- Coordinate and prepare landowner communications, including mail-outs.



- Conduct title reviews, track ownership changes, and register or discharge land interests for various Provinces and U.S. States.
- Ensure compliance with all land-based contractual obligations.
- Liaise with landowners to resolve agreement-related concerns and support accurate, timely compensation.
- Assist with land-related due diligence during acquisitions and support seamless transition into Asset Management.

### **Knowledge, Skills & Abilities**

- Highly organized and process-oriented, with strong attention to detail.
- Proactive and self-motivated, able to work independently with minimal supervision.
- Collaborative and approachable team player with the ability to perform well under pressure.
- Strong analytical and quantitative skills, particularly in land payment calculations.
- Excellent written and verbal communication skills, with the ability to communicate clearly across various stakeholders.
- Solid understanding of land and property ownership rights, including distinctions between mineral and surface rights, leasehold interests, registered caveats, instruments and encumbrances.

### **Minimum Qualifications**

- 2–4 years of experience in land administration for renewable energy projects or comparable infrastructure projects.
- Bachelor's degree, Land Administration diploma, or Land Analyst certification preferred.
- Proven experience working with land across multiple jurisdictions in Canada and/or the U.S.
- Experience with Pandell LandWorks considered an asset.
- Proficient in Microsoft Office Suite, with advanced knowledge of Excel, Word, SharePoint and Outlook.
- Ability to travel throughout North America.

### **Diversity**

- Potentia employees are a diverse, highly motivated and dynamic team.
- Potentia is an equal-opportunity employer.

### **Deadline**

Applications will be accepted until a qualified talent pool is compiled.

### **How to Apply**

Please apply on the Potentia [Career Centre](#).



Potentia