Grey County Logo Job Description

Position Title: **Director, Legal Services**

Department: Legal Services

County Administration Building

Reports To: Chief Administrative Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURPOSE**

Reporting to the CAO, the Director of Legal Services is responsible for provision of advisory services in areas of law including municipal, HR and human rights, privacy, real estate, property and contract. The incumbent assesses risk and provides legal advice to support the organization in achieving corporate goals.

The Legal Services Director will undertake litigation on the County’s behalf where appropriate.

This position is responsible for managing prosecution at the Grey Bruce Provincial Offences Court and will back up the County’s POA prosecutor as required.

The incumbent will supervise and provide legal direction, advice and services to the Corporation, including Council and County departments. The Director, Legal Services acts as a member of the County’s Senior Management Team and represents the County at a senior level.  This includes attending various Committee and Council meetings, preparing budgets, business plans and strategic planning.

**RESPONSIBILITIES**

1. **Legal advisory and management responsibilities**

* Provide advice and direction on legal matters for all departments to Council, CAO and Directors.
* Identify and manage the resolution of legal issues affecting the corporation.
* Draft, review and edit legal agreements and contracts for departments.
* Draft and present by-laws, contracts, policies and protocols of municipal interest.
* Proactively monitor and advise on developments related to municipal interests.
* Provides oversight and strategic advice to the negotiation of collective agreements, arbitration and mediation matters.
* Undertake litigation on the County’s behalf where appropriate.
* Oversee and provide input into the retainer of outside legal counsel services as required.

1. **Ontario Provincial Offences Court Prosecution Services**

* Provides oversight to the prosecution of provincial offenses under the Provincial Offences Act for Grey and Bruce Counties.
* Ensures that the prosecution function for the Provincial Offences Court for both Grey and Bruce Counties is managed efficiently and effectively and sets policy and guidelines regarding prosecutions.
* Provides backup prosecution services as needed
* Provides input to the Court Manager and CAO on the overall performance of the POA Court.

1. **Other**

* Maintain knowledge and skill at a high level with training and development through courses, workshops and selected reading.
* Ensure that occupational health and safety practices are observed through the department.
* Perform other related duties that are assigned by the Chief Administrative Officer or through the Council and its Committees.

**WORKING CONDITIONS**

Hours of work are as required to meet the obligations of the position.

Works in high profile capacity in an office environment with some travel throughout the County and beyond involved. Work is often conducted in full view of the public. Statutory duties are subject to deadlines that are imposed in legislation. Other time lines are set by Council, Committees or the Chief Administrative Officer.

Working conditions may be stressful given the high volume of work, complex problems, tight deadlines and the need for accuracy. Work is subject to frequent interruption and is carried out in a political environment. There is exposure to intense and emotionally loaded situations that arise out of contract disputes, labour relations issues including discipline and terminations.

The position requires a valid Ontario driver’s license and clean police and security checks.

**CONTACTS**

***Internal Working Relationships***

Works in an advisory capacity with staff at all levels in the Corporation of the County of Grey.

***External Working Relationships***

Lawyers providing specialist advice to the County, Provincial Government Ministries and Agencies, notably the Ministry of Municipal Affairs, Ministry of Attorney General, other municipal staff and Councillors, the media and the public.

**KNOWLEDGE AND SKILL**

* A law degree (LL.B.) or Juris Doctor (J.D) from an accredited post-secondary institution as well as membership in good standing with the Law Society of Ontario.
* Experience working in an environment governed by legislation and legislative rules and regulations.
* Knowledge of the Provincial Offences Act, Municipal Act, Planning Act, Drainage Act, Employment Standards Act, Human Rights Code, MFOIPPA and associate statues and rules.
* Specific experience in municipal law and real estate law required with some experience in litigation and/or planning and development law, as well as drafting, negotiating, and advising on various types of contracts.
* Effective leadership, facilitation, interpersonal skills. Personable, diligent and a client focused team player.
* Experience with court procedures in Ontario Courts and Tribunals, and knowledge of law enforcement procedures.
* Possess a solid understanding of human resources and employment law.
* Working knowledge of electronic legal research systems, and land registration systems.
* Organization and management skills, analytical ability with the power to communicate effectively; ability to deal equitably with a wide variety of people in government, the private sector, media and the public.
* Excellent organizational, strategic planning, analysis, problem solving, investigative and report writing skills.
* Political acuity

**IMPACT OF ERROR**

Errors in policy advice and program development would result in ill-conceived policy, plans and operations with increased costs and unfavourable public relations. Organization and management errors would reduce departmental and program effectiveness, increase costs, decrease employee involvement and morale, embarrassment to Council and inconvenience to the public.

Inappropriate recommendations and/or ineffective communications impacting the stakeholders have the potential for negative financial repercussions, public relations and liability.

**PROFESSIONAL FEES AND CONTINUING EDUCATION**

In recognition of the requirements of this job description and the profession generally, the Director’s annual dues and fees will be covered by the County of Grey, specifically:

* Annual Law Society of Ontario membership
* Lawpro fees (insurance), including E&O for real estate law
* Costs of required continuing professional development courses as agreed with the CAO.