

Open To The Public
Correction
Director of Legal and Legislative Services (Solicitor)

Legal and Legislative Services.
Department of Justice & Public Safety
Location - Charlottetown

Full-Time Excluded Position
(Commencing Immediately)

This is a senior management and professional position reporting to the Deputy Minister and Deputy Attorney General. This position is responsible for the overall leadership of legal services to the Government of Prince Edward Island, including departmental legal services, and legislative counsel services. Key responsibilities include rendering legal advice and counsel, developing divisional goals and objectives, managing staff through direct and subordinate managers and supervisors.

Duties include:

- Responsible for overall management of Legal and Legislative Services;
- Directing, organizing and coordinating legal and administrative functions of the Legal Services Division; including overseeing the provision of legal services to Government;
- Providing legal advice and counsel to Government, as well as advising in the application and interpretation of federal and provincial laws, rules and regulations;
- Advising the Attorney General, Deputy Attorney General and senior management on complex legal issues;
- Strategic planning and leadership in the delivery of Legal Services and Legislative Services;
- Providing leadership and guidance to managers and staff in the division in the ongoing development of divisional strategic and human resource planning;
- Developing goals and objectives consistent with divisional and departmental strategic and human resource plans;
- Managing Legal and Legislative staff directly;
- Providing legal advice relating to departmental legislative matters; including the identification of necessary amendments to Justice & Public Safety's Acts and Regulations;
- Overseeing Government's External Counsel Policy, as delegated by the Attorney General, and providing advice to Departments, if required, relating to retention of external counsel;
- Providing for the selection, training, professional development and work evaluation of staff and making decisions on hiring and disciplinary matters;
- Developing and administering the divisional budget;
- Other duties as required.

Minimum Qualifications:

- Applicant must have a Law Degree supplemented by extensive experience as a practicing lawyer, preferably in government or in the area of public law.
- Must have considerable experience in management / supervision, or equivalent training or course work;
- Must be a practicing member of the Law Society of Prince Edward Island (or eligible for practicing membership);
- Considerable experience working with legislation.
- Demonstrated ability to develop cohesive and respectful relationships within government and among government partners which will contribute to achieving the goals and objectives of the Department.
- Successful applicant must provide a successful Criminal Record Check prior to employment.

Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

Salary Range: \$64.26 - \$80.31 per hour (29S Excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 154340-1011JPPO
Closing Date: Monday, November 21, 2022 at 5:00 p.m.

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.