

1. IDENTIFICATION

Position No. 05-12249	Job Title Legal Counsel	Supervisor's Position Director, Legal & Constitutional Law (05-02011)	
Department Justice	Division/Region Legal & Constitutional Law	Community Iqaluit	Location Sivummut Building
Fin. Code: 05400/01/1/111/ 0530000/01/????			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>Legal Counsel work within the Legal and Constitutional Law Division of the Department of Justice and provide, under the general direction of the Deputy Minister of Justice, the Assistant Deputy Attorney General and the Director, Legal and Constitutional Law general legal services to Cabinet, all government departments and certain public agencies. They also represent the interests of the Government of Nunavut in all court and tribunal proceedings and in intergovernmental and other negotiations. Responsibilities include the provision of legal services in relation to all constitutional matters (Constitutional development, Aboriginal claims, implementation of the Nunavut Land Claims Agreement, Devolution and the Charter of Rights and Freedoms), all litigation matters, legal advice on procurement, employment matters, the powers and duties of Ministers and public officers, and the drafting and review of major contracts.</p>

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.
<ul style="list-style-type: none"> -works independently on a wide range of matters. -work is assigned and supervised by the Director, the Deputy Minister, Assistant Deputy Attorney General, or under specific circumstances by a client department. -works independently with clients. -completes assignments with general supervision. -knows when instruction or other guidance is required and asks for it.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.
<ul style="list-style-type: none"> -prepares and reviews legal documents. -communicates clearly and effectively, both orally and in writing. -performs research gathering & legal analysis of facts, prepares opinions and gives legal advice.

- negotiates and finalizes the settlement of matters involving the government.
- works and organizes time independently and effectively.
- computer literate and able to perform all required tasks with a minimum of secretarial support.
- works with co-counsel to conduct and conclude complex files.
- prepares and presents legal information seminars for government departments as required.
- minor administrative duties as directed.
- represents the Government, the Department, or the Division at meetings or on Committees as directed.
- travels on government business as required.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

1. Common Law degree from a recognized Canadian University, and membership in the Law Society of Nunavut and / or be a member in good standing of a Provincial or Territorial Bar.
2. Eligible to obtain membership in the Law Society of Nunavut within a reasonable time.
3. Knowledge of and experience in: the laws of Canada and Nunavut; Aboriginal and/ or northern issues and Inuit organizations generally; and/or government policies and operations is desired.
4. Knowledge of the responsibilities and mandate of the Attorney General of Nunavut, and of the general principles of public law.
5. Ability to explain legal concepts in a clear manner in writing and orally.
6. Sound judgment, as demonstrated by the ability to choose between multiple courses of action and to make decisions which are logical, practical, and which demonstrate a keen understanding on one's client's interests.
7. The ability to manage interpersonal relationships with colleagues, clients, and managers in a way that demonstrates respect, and which contributes to the creation of a collegial team environment.
8. The ability to behave with the utmost professionalism, meeting deadlines and commitments to clients even in the face of high workloads and sometimes stressful deadlines.

Ability to communicate in one or more of Nunavut's official languages would be an asset in enabling the incumbent to explain legal issues to Ministers or Government officials, and to read translated versions of legislation. As well, the incumbent may, at times, deal with inquiries made by the general public which may require him /her to use a language other than English.

Typically the above would be attained by 2 - 6 years experience doing either similar legal work,

or work of a type and breadth which demonstrates competence in a Government Legal Counsel environment.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

The candidate uses a computer for a considerable percentage of the work day, which involves use of a VDT and could experience discomfort from eyestrain, repetitive strain in the arms and fingers, or from long periods of sitting.

The position may involve occasional light lifting.

Working conditions are those experienced in a typical Nunavut office environment.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

Typical office environment

Some travel may be required from time to time

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgments through touch, smell, sight and hearing, and judge speed and accuracy.

Candidate will need the means to perform all of the job functions described, to the exacting standards required in a legal environment, including under circumstances of extreme time pressure which will inevitably occur from time to time.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

In this office there is pressure to produce work rapidly, with competing priorities, and to a standard that is Court-ready. The employee may be functioning under stress, a high volume of work, and with tight deadlines.

The ability to stay organized and flexible will also be essential in dealing with a rapidly growing and changing Department and Government in terms of numbers of staff, a wide variety of tasks and functions.

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

7. CERTIFICATION

_____ Employee Signature	Director, Legal & Constitutional Law (05-02011) Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.