

Manitoba Government Job Opportunities

Executive Legal Officer

LF2-3 Legal Counsel 2-3

Regular/full-time

Manitoba Justice
Judicial Services, Courts

Winnipeg MB

Advertisement Number: 38171

Salary(s): LF2-3 \$110,131.00 - \$158,529.00 per year

Closing Date: November 16, 2021

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities and persons with disabilities.

Introduction

The Executive Legal Officer (ELO) is an experienced lawyer with a minimum of five years in the legal profession. The ELO acts as in-house counsel to the Chief Justices and the Chief Judge of the courts of Manitoba consistent with a solicitor-client relationship on matters within the courts' jurisdiction. The ELO reports to the Chief Justices and the Chief Judge and, in accordance with the principle of judicial independence, provides legal advice independent of other branches of government. The ELO provides related executive level support and advice to the Chief Justices and the Chief Judge as it relates to their leadership roles in the justice system and in connection to the judiciary's unique institutional position as the third branch of government. The ELO provides leadership in developing strategies and policies to enhance an accurate and current public perception of the administration of justice, to promote access to justice and to modernize the courts' operations.

As a member of the executive leadership of the Judicial Services Branch of the Courts Division, the position also provides input and strategic support in the overall management of joint initiatives, programs and projects touching both the Judicial Services Branch, Courts Division. Work on such joint initiatives, programs and projects will occur at the direction of the Chief Justices and the Chief Judge and in collaboration with the Executive Director, Judicial Services and the Assistant Deputy Minister of Courts Division.

The ELO reports functionally to the Chief Justice of the Court of Appeal and Court of Queen's Bench and the Chief Judge of the Provincial Court and administratively to the Executive Director, Judicial Services. Direction on work assignments, including the provision of legal advice and opinion, is given directly by the Chief Justices and the Chief Judge. The Executive Director, Judicial Services, will provide instruction and direction on divisional and departmental policies and protocols.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Satisfactory Child and Adult Abuse Registry Checks
- Satisfactory Criminal Records Check
- Enhanced Security Check
- Valid Class 5 Manitoba Driver's Licence

Qualifications:

Essential:

- Must have a law degree and be eligible for membership in the Law Society of Manitoba with a minimum five-year call to the bar
- Extensive experience effectively conducting legal research and providing legal advice, opinions, and memoranda, preferably at a senior executive level
- Excellent analytical skills to enable the incumbent to solve emerging problems relating to judicial operational needs in a modern and increasingly electronic legal work environment comprised of a variety of competing interests and stakeholders
- Excellent interpersonal skills involving a variety of stakeholders, including members of the judiciary, legal profession, senior government administrative officials, the public and media
- Must have a superior understanding of the principles of judicial independence and possess strong political acumen and experience in the application of discretion and diplomacy to ensure positive outcomes and confidence in the administration of justice
- Superior verbal communication skills
- Superior written communication skills
- Well-developed planning and organizational skills in order to accomplish the position's responsibilities and meet target dates and set priorities
- Knowledge and experience with MS Office, including Word and Outlook and online legal research databases

Desired:

- Fluency in French

Duties:

The duties and responsibilities of the ELO include:

- providing the Chief Justices and the Chief Judge with legal opinions and advice on matters of general application to the courts, including procedural and substantive issues, matters related to the discharge of the duties of the Chief Justices and the Chief Judge, and topics related to the administration of the courts and the judicial branch of government including in respect of programs and initiatives aimed at enhancing access to justice and promoting the open court principle
- drafting; gathering of information and assisting in the overall preparation of courts' annual reports and other specific reports that are required and/or requested of the Chief Justices and the Chief Judge to assist in the making of operational and administrative decisions
- monitoring court procedures and processes to ensure conformity with current law and making recommendations to Courts Administration and/or the Chief Justices and the Chief Judge for changes as required
- assisting in the preparation of Practice Directives, papers, speeches and presentations including conducting any related research, as directed by the Chief Justices and Chief Judge
- liaising and consulting with courts administration, legislative counsel and other justice system stakeholders on the development and implementation of initiatives, programs and projects initiated by the Chief Justices and the Chief Judge
- representing the Chief Justices and the Chief Judge on committees of the court and court services, as well as external stakeholder committees, at the direction of the Chief Justices and the Chief Judge in collaboration with the Executive Director of Judicial Services and the Assistant Deputy Minister of Courts Division

Apply Now:

Advertisement # 38171
Service Centre 1
Human Resource Services
1130-405 Broadway
Winnipeg, MB, R3C 3L6
Phone: 204-945-3204
Fax: 204-948-7373
Email: govjobs@gov.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions may be grieved and appealed by internal applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative or the grievor, if unrepresented. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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manitoba.ca/govjobs



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