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Update

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Legal Counsel

Current Class

Legal Counsel

Job Focus

Policy

?

Supervisory Level

00 - No Supervision

Agency (ministry) code

?

Cost Centre

?

Program Code: (enter if required)

?

Employee

Employee Name (or Vacant)

Robert Anderson (Retiring)

Organizational Structure

Division, Branch/Unit

CJS/BRS/Legal and Legislative Initiatives

☒

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Director, LLI

Legal Counsel

Design: Identify Job Duties and Value

Changes Since Last Reviewed [?](#)

Date yyyy-mm-dd

2025-07-31

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context [?](#)

Why the job exists:

Legal and Legislative Initiatives (LLI) can be found within the Business and Resolution Services branch of Court and Justice Services division (CJS) of Justice. LLI's focus is on developing and implementing policies, programs, and legislative and regulatory initiatives specifically related to the Courts, court administration, judicial officers, court processes and services. Other functions of LLI include providing:

- advice on judicial and justice of the peace application and selection processes,
- advice to Resolution Services (RS), “friend of the court” assistance and support for the provincial designated authority in inter-jurisdictional support matters,
- interpretive and advisory support regarding legal policy and legislation as related to the Courts and court services to various areas outside of CJS,
- advice and assistance to the Minister of Justice, the Deputy Minister of Justice and internal CJS clients regarding the implications of new programs, legislation, policies and initiatives that impact the Courts and/or court services.

LLI is also responsible for Judicial compensation processes for Court of Justice Judges, Applications Judges and Justices of the Peace.

This position provides interpretive and advisory support to develop and implement legal policy and legislation related to the Courts, court administration, and resolution services. It is responsible for project management and for leading or supporting various initiatives that are of a strategic nature with a focus on those involving criminal and regulatory offence legislation, processes and procedures.

The position typically reports to the Director, LLI (LO5), and works as a part of a team.

As experience and knowledge is gained, the complexity of legal files assigned increases with each classification level.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

The responsibilities of this position include the following.

Supporting CJS achieve its strategic goals and objectives effectively and in accordance with legal and legislative requirements and principles by:

- providing legal research, analysis, and legal policy advice,
- providing issues management and assistance with setting priorities,
- ensuring policy direction is taken from the Minister, Deputy Minister, Executive Director, and staff members;

Ensuring legislation administered by CJS is appropriate, effective and legally sound by:

- developing policy direction,
- instructing Legislative Counsel on drafting,
- reviewing and approving draft legislation,
- preparing briefing materials for consideration by the Deputy Minister and Minister.

Leading or supporting the successful implementation of legislative and policy initiatives by:

- analyzing relevant legislation and information on existing and emerging issues and trends,
- identifying viable options,
- consulting stakeholders and achieving consensus on options,
- amending legislation and ensuring required operational changes are made and information/training is provided,
- completing an outcome evaluation.

Participating on various committees and teams, including:

- the Specified Penalty Review Committee working with senior officials from Legislative Counsel and Alberta Crown Prosecution Services to provide legal advice on new penalty proposals submitted by various departments,
- CJS Operational Advisory Teams providing legal and policy advice on process and procedure matters in the Court of Justice and the Court of King's Bench operations, including proposed changes.

Acting as the Minister's agent on requests for access to records kept under the Youth Justice Act.

Problem Solving

Typical problems solved:

This position must research and assist with various initiatives of a strategic nature that affects the courts and the public.

As some of the work performed for this position involves the analysis and creation of legislation, the impact could affect a large number of people province-wide.

The position is required to manage diverse projects which have a significant impact on the division, ministry, stakeholders and the public. Problem solving and creativity are required in order to minimize negative impacts of actions while moving the projects forward successfully.

The position faces challenges in finding solutions to issues that affect a diverse group of stakeholders. For example, projects leading to legislative changes must be managed so that they are legally supportable while still meeting the needs of the ministry, stakeholders (judiciary, court operations) and the public. In some cases, the objectives of the judiciary and the government may not be aligned and appropriate solutions must be identified and agreed upon.

Major initiatives, such as the review of entire Acts or regulations, require an excellent grasp of the legal issues as well as an understanding of policy considerations. In addition, the position must be able to manage expectations of key stakeholders and be persuasive when setting out recommendations.

Independently support various legislative and policy initiatives of a strategic nature such as changes to court structure, development and implementation of new court procedures, and other initiatives as requested by the Director.

The position must collaborate and network with diverse people and organizations to build effective working relationships that will result in successful projects that support Albertans in accessing justice.

Complexity increases as levels increase. Some factors of complexity: impact, complexity of issue, priorities, nature of client (Minister, DM), cross ministry implications, financial implications, etc.

Latitude would depend on the issue, the level of complexity, the clarity of the question, the level of risk, whether it's highly sensitive, a priority item, and the time frame.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Director, ADM

Purpose: Provide legal, practical and strategic advice, information and/or support

Judiciary

Purpose: Make aware of legislative issues and exchange information

Divisional staff, Court and Justice Services staff

Purpose: Coordinate, plan, implement policy, legislation and/or training

Other government departments, other provinces

Purpose: Exchange information, share status updates of new initiatives, coordinate policy/legislation planning

Public

Purpose: Provide legal information and provide complaint resolution

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Law

2nd Major/Minor if applicable

Designation

LLB

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

This position requires the following experience, education and competencies.

A Bachelor of Law Degree or Juris Doctor and a solid understanding of court processes, civil and criminal procedures and protocols, and legal research.

Membership in good standing with the Law Society of Alberta, to practice law competently and ethically as well as stay up-to-date on the latest trends and leading-edge professional development. This knowledge will assist with effectiveness and efficiency of legal services provided.

Experience managing complex projects, dealing with sensitive issues and working with cross-functional teams in order to meet the mandates given to LLI.

A sound knowledge of:

- legislation, especially those governing the operation of the courts, and be able to develop and interpret legislation and regulations,
- policy and legislation development and implementation,
- project management,
- strategic planning.

Be able to conduct legal research and analysis using analytical and practical skills developed through legal training and experience. Be able to generate legal opinions respecting the courts, court business practices, and the courts' relationships to stakeholders.

Excellent communication and consultation skills (verbal and written), project management skills, and proven skills in working with senior level government staff are required. This includes excellent diplomatic skills to work with stakeholders, including the judiciary and the Deputy Minister's and Minister's Office, on complex and sensitive matters and ability to work well under pressure.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
	☐	☐	☐	☐	☐		

 

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

522LC01 - Legal Counsel