

Working Title Legal Counsel		Name	
Position Number New Position	Reports to Position No., Class & Level 50017731	Division, Branch/Unit Office of the Chief Justice, Alberta Court of Justice, Calgary	Ministry JUSTICE
Present Class	Requested Class	Levels to Deputy Minister (Not including incumbent level)	
Dept ID	Program Code		

POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide [Page 7](#)).

Legal Counsel provides professional legal services to the judiciary in accordance with relevant legislation, regulation, and legal procedure and precedent. This is accomplished by providing legal research, analysis, and recommendations relating to matters before the Alberta Court of Justice. Legal services to the judiciary are provided with the intent of improving the operational effectiveness of the justice system and public access to justice. Accountability for results in the courts lies with the judiciary, therefore the core purpose of these roles is more oriented to expertise, problem solving, and support than accountability and direct impact on end results.

This position reports to the Executive Legal Counsel of the Alberta Court of Justice and has no direct reports and does not manage a budget. The results created will affect all Albertans as systems are changed to better serve their needs. The position has the following key responsibilities:

1. Provide professional legal services to the judiciary in accordance with relevant legislation, regulation, and legal procedure and precedent.
2. Develop and maintain institutional knowledge and information.
3. Assist in supporting the Court's Student Programs.
4. Assist with Court's Committees and Special Projects assigned by the Executive Director

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

1. **Provide professional legal services to the judiciary in accordance with relevant legislation, regulation, and legal procedure and precedent**
 - Supply legal analysis, editing and research services on case files and for judicial committees
 - Research identified legal questions under some guidance and general work instructions
 - Proofread and edit draft judgments for clarity, flow and accuracy of facts and citations
 - Assist in determining whether identified areas of law have been accurately applied to case at hand
 - Research, review and synthesize relevant case law, legislation and policies

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2. Develop and maintain institutional knowledge and information

- Create and maintain research resources
- Develop knowledge management infrastructure, coordinating knowledge information sources for judiciary, legal counsel and articling students and disseminating as required
- Advise the Court of changes in the law keeping apprised of legal developments and updating internal legal resources

3. Support the Court's Student Program and New Legal Counsel

- Provide support and guidance to students as required including orientation and providing mentoring and advice

4. Assist with Court's Committees and Special Projects

- Actively contribute to committees, initiatives, or processes that relate to the effectiveness of the court assigned by the Executive Director and Executive Legal Counsel
- Assist members of the Court with projects involving legal research, preparing legal memoranda, drafting papers, speeches and other materials, and providing assistance as required

KNOWLEDGE & EXPERIENCE, SKILLS & ABILITIES, and COMPETENCIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

Knowledge & Experience:

- 4-10 years directly related post bar legal experience
- Knowledge of the functions and responsibilities of the Court and provincial statutes, regulations, policies and applicable legislation and ability to apply them to the work of the Court
- Knowledge and experience in applying full understanding of all core aspects of law and/or legal procedure to matters under review
- Ability to distill facts from existing materials and analyze for applicability of the law

Skills & Abilities:

- Well-developed communication skills (both written and verbal) sufficient to explain complex issues in a succinct and plain manner and to adapt writing style in a manner that is suitable and appropriate for people of varied levels of sophistication/comprehension
- Demonstrated ability to represent the Court when interacting with key stakeholders
- Problem-solving and analytical skills to synthesize large volumes of information and draw appropriate conclusions
- Exceptional negotiation skills to effectively resolve issues and influence actions of others that are not direct reports
- Excellent interpersonal skills and a demonstrated high degree of professionalism
- Exceptional organizational skills to manage one's own work
- Expertise in handling confidential and sensitive communication

Competencies: (Job Family Model)

Systems Thinking – Considers the inter-relationships among different aspects of an approach including how they relate to other areas. Considers emerging trends when contributing ideas to the development of broader priorities, strategies and approaches. Seeks insight about the implications of different options from both a people and organizational perspective. Seeks information and analyzes long-term outcomes. Identifies some of the unintended consequences of a plan.

Creative Problem Solving – Engages different perspectives in seeking out root causes. Finds ways to improve complex systems or structures to better meet goals and outcomes. Accesses resources, information and technology from other areas, and uses it to analyze issues, resolve problems, and improve performance. Assesses and addresses risks while providing guidance to move new ideas forward.

Agility – Identifies alternative approaches or courses of action in unclear and complex situations. Supports others to identify, assess, and use alternative approaches. Anticipates changing demands and changes behaviour accordingly. Remains calm and composed even in difficult or stressful situations. Is able to see the positive side to a difficult situation.

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Remains optimistic and perseveres in finding solutions. Works creatively within policies and procedures to proactively meet goals.

Drive for Results – Clarifies objectives and taps into a variety of available resources within the organization; ensuring that roles and contributions are clear. Openly acknowledges personal responsibility for outcomes, even when not all elements of a situation are within direct control but could have been managed through influence. Courageously and respectfully takes a stand on issues based on values or beliefs, even if it is not immediately accepted or appreciated.

Develop Networks – Builds trust by being open to different perspectives while looking for long-term and mutually beneficial outcomes. Influences others by considering the content of what is being said, the environment in which it is being presented and how the information is being presented.

Build Collaborative Environments – Works with others to identify and remove barriers to progress. Ensures communication is ongoing by setting up processes or structures that facilitate communication and collaboration. Acknowledges diverse perspectives and helps people work together to focus on outcomes.

Develop Self and Others – Models continuous learning. Proactively engages in own development. Finds ways to develop through on the job assignments; volunteers for “stretch” assignments and taking on increased responsibilities. Supports the development of others by providing specific, constructive, timely and regular feedback.

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

Know-How:

Requires extensive knowledge and skill of the functions and responsibilities of the Court and federal and provincial statutes, regulations and policies and ability to apply them to the work of the Court. This knowledge and experience can only be gained in applying full understanding of all core aspects of law and/or legal procedure to matters under review. Position manages work that requires planning, integration and the ability to distill facts from existing materials and analyze for applicability of the law. The activities are similar in content and objectives but position must be aware of how they integrate and affect other work.

Position works closely with team members providing recommendations to, and responding to requests from senior executive staff requiring strong consultative human relations skills.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

Problem Solving:

Legal Counsel provide legal services to the judiciary, with the intent of improving the operational effectiveness of the justice system and public access to justice. Accountability for results in the courts lies with the judiciary, therefore the core purpose of these roles is more oriented to expertise, problem solving, and support than accountability and direct impact on end results. The position is required to use analytical, evaluative and developmental thinking e.g. the position must objectively assess the situation and identify and recommend possible solutions. Position must make recommendations of a complex nature.

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide [Pages 13-14](#)).

Accountability:

Position has functional precedents and well defined provincial statutes, regulations, policies and applicable legislation that provide a thinking framework.

Impact is more oriented to expertise, problem solving, and support than accountability and direct impact on end results. The results created will affect all Albertans as systems are changed to better serve their needs.

Position is solely accountable for providing significant activities to achieve results.

Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See Writing Guide [Page 15](#)).

Incumbent

Name

Signature

Date

Manager

Name

Signature

Date

Division Director/ADM

Name

Signature

Date

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.