

## Update

Ministry

Justice

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Legal Counsel

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Deputy Minister's Office

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

Reporting to the General Counsel, Office of the Deputy Minister of Justice (DMO), this Legal Counsel role will act as a trusted advisor and member of the ministry's DMO, working to ensure that legal perspectives shape policy and program development. The position supports the integrity of government operations and helps navigate sensitive, high-profile issues involving diverse stakeholders.

The Legal Counsel provides strategic advice relating to legal issues related to Justice, and works with divisions to address emerging issues. The individual must understand, analyze and convey complex information to the Minister's Office, Assistant Deputy Minister offices, and ministry staff.

This Legal Counsel role will support the DMO by managing and providing legal review of policy initiatives, media/communications materials, and other work products in a timely and comprehensive manner through the ministry. The position will also act as a strategic advisor, working with divisions to advance key legal and policy files. This position requires effective collaboration and consultation skills, high organizational skills and attention to detail, and the ability to articulate and represent the ministry on a variety of initiatives.

This position works closely with staff in each divisional Assistant Deputy Minister's Office to manage issues and ensure appropriate assignment and timely, accurate completion of requests.

## Responsibilities

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

The key responsibilities for this position will include, but not be limited to:

- Provide high-quality legal and strategic advice (including on issues with high risk and high complexity).
- Deal effectively with politically sensitive issues raised including providing accurate and timely information and balancing confidentiality provisions, program and service integrity and the needs of clients and stakeholders.
- Forward thinking to identify and proactively address issues and trends, and bring them to the attention of the DMO team.
- Working closely with the Minister's Office, Deputy Minister, DO staff, staff in each divisional Assistant Deputy Minister's Office, and the Justice Executive Team on a wide variety of matters, including divisional communications.
- Review and coordinate briefing notes and related submissions to the DMO, including review of legal content, ensuring that briefings and correspondence succinctly identify the issues, meet quality standards, and reflect the government/ministry's policy or position. Provide information and feedback to drafters as needed.
- Lead and coordinate departmental review and approval of daily communications and media materials from Communications.

The Legal Counsel is required to proactively anticipate and resolve issues including, but not limited to:

- Addressing issues directly;
- Determining level of prioritization;
- Researching and coordinating supporting information; and
- Taking appropriate action to ensure issues are dealt with in an effective and consistent manner.

The ability to change directions quickly and re-prioritize activities in a high volume, highly complexity and fast-paced environment is essential attribute of the position. This position includes a strong component of strategic issues management and coordination working closely with the DMO, Ministry Correspondence Unit, other executive offices, as well as ministry staff on key background documents to support government decision making on and to provide direction on information products to ensure they are accurate and meet the needs of the Minister and DM.

The position will act for the General Counsel and/or Executive Director, Executive Operations as needed.

## Problem Solving

Typical problems solved:

The Legal Counsel must be able to produce and revise quality legal work products on matters of strategic significance to government. Strong legal analysis and writing skills are essential.

The Legal Counsel will be faced with situations involving ambiguity and must exercise extensive judgment and problem solving skills to support the DMO to balance priorities and achieve the needs of the ministry, divisions and branches along with external stakeholders. The nature of the issues that are presented range from the day-to-day issues arising from ministry operational issues to emergent issues arising from the Deputy Minister or Minister's Office.

The Legal Counsel is expected to competently manage intermediate to senior-level legal matters with medium to high risk and complexity. Advice should be solution-focused, clear, concise, and practical.

This position is relied on to anticipate, detect and access complex issues to determine their level of urgency and provide leadership to others in developing associated approaches for resolution.

- Issues are complex, diverse and often politically sensitive, and can range from day-to-day operational concerns to those associated with policy and procedures.
- Resolution of issues in the context of considerable consultation and/or the absence of the Deputy Minister/General Counsel/Executive Director, Executive Operations.
- Gaining the co-operation of others in the department to work together to resolve issues in the midst of competing priorities. This is dependent on the individual's ability to establish effective relationships and demonstrate knowledge of Ministry issues and sensitivities.
- Provision of immediate responses to the Minister's office requiring research and problem-solving skills, and sound judgment within tight timelines and the ability to remain calm under pressure.
- The need to identify priorities.

Types of guidance available for problem solving:

The Deputy Minister, General Counsel and Executive Director, Executive Operations are available to clarify broad goals, objectives, and priorities, with the position delegated extensive authority to determine approaches to responsibilities.

Direct or indirect impacts of decisions:

The strategies and processes that are handled and implemented by this position impact the operational accountability of the DMO, the Deputy Minister and the Ministry.

The Legal Counsel contributes in concert with other DMO staff in meeting the goals of the DMO. Quality of work is determined by ability to operate independently to ensure the consistent provision of excellent legal and policy work products, identify ongoing and emerging issues, and propose and execute appropriate solutions to achieve business goals of the department and the Government of Alberta. Accountability is high because of the scope and impact of this position in dealing with all areas of the department and the MO. Examples of stakeholders affected by the outputs from this role include:

- The MO, DMO and Ministry Executive Team and their divisions
- Other GoA ministries including the Premier's office
- External stakeholders including reporting entities of the Ministry

## Key Relationships

Major stakeholders and purpose of interactions:

Minister's Office - Disseminate information, provide strategic advice and/or direction or referral and coordination of priorities and projects

DMO - Disseminate information, provide strategic advice and/or direction or referral

ADMO and line area staff, including senior management - Working with Issues Managers, Executive Assistants and line area staff to obtain responses for information products, briefings, correspondence and other information requests.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Law		LLB

If other, specify:

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

The successful candidate will possess:

- Excellent written and oral communication skills and the ability to convey complex information in a clear and concise manner. Superior legal analysis, writing and communication skills are essential.
- High level of political acumen and judgment, including sensitivity to the political environment.
- Ability to exercise a high degree of independent decision-making in applying professional standards, judgment and objectivity in dealing with sensitive and complex issues.
- Ability to anticipate and proactively resolve issues. Critical thinking and problem solving skills, including the ability to identify and analyze multi-faceted issues, and develop solutions to issues and information requests.
- Strong strategic thinking skills, including the ability to understand the "big picture" and how the work of the divisions aligns together and how this aligns with ministry and government priorities.
- Strong leadership, interpersonal, and relationship building skills to work with internal and external stakeholders.
- Excellent organizational skills and ability to prioritize multiple assignments, activities, competing demands and responsibilities on a daily basis.
- Ability to work well in a high pressure, fast-paced environment and to remain calm under pressure.
- Specific knowledge of department/government planning processes and requirements as well as Minister and Deputy Minister correspondence guidelines. Familiarity with and willingness to apply the Justice Style Guide when reviewing and editing briefing notes for ARTS.
- An understanding of the flow of information and decision making pathways within Justice and government generally, including legislative processes.
- Knowledge of the general practice areas of each Justice division, and the ministry's organizational structure.
- Understanding of the responsibilities of major officials in government.

An ideal candidate will have a sound understanding of the ministry's mandate, priorities, business goals, and organizational structure, including a thorough understanding of government and ministry strategic directions. An understanding and background in criminal law is an asset.

## 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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to</li> </ul>	

		identify areas for collaboration	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity,</li> </ul>	

		and supports personal development	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	

**Benchmarks**

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