

Associate Legal Counsel

Legal and Compliance

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number when submitting their application.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

DUTIES

The successful candidate will join the Legal and Compliance department in a junior level role. Reporting to the General Counsel, you will provide legal services in a multi-disciplinary, team focused, work environment. This role is critical to enhancing the organization's ability to provide efficient, effective and timely legal advice across the organization. The incumbent will provide legal advice and drafting support on a broad range of issues with a strong focus on policy development, risk management and insurance, and legislative compliance. The incumbent will provide support to General Counsel and RRC Polytech's leaders to develop legal strategies and solutions and assist in providing legal advice as it relates to policy drafting and review and prepare written or verbal opinions as required and perform legal research in a broad range of areas relevant to Post Secondary educational institutions.

REQUIRED QUALIFICATIONS

- Bachelor of Laws (LLB) or Juris Doctor (J.D.)
- Member in good standing with the Law Society of Manitoba
- Several years experience as a practicing lawyer in corporate or commercial law. Litigation experience may be considered
- Knowledge of risk management issues
- Ability to draft policies, legal opinions, contracts and related documents
- Ability to understand, interpret and apply key legislation governing RRC Polytech including The Advanced Education Administration Act, The Red River College Polytechnic Act, The Freedom of Information and Protection of Privacy Act and the Personal Health Information Act, among others
- Strong analytical and organizational skills
- Ability to write and think concisely and analytically
- Exceptional verbal communication skills
- Ability and aptitude for recognizing, investigating, analyzing problems, and for developing innovative solutions to complex situations
- Ability to handle a high volume of work in a competing priority environment
- Ability to work with sensitive information in a confidential manner
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience delivering training seminars
- Experience providing legal advice in the Education sector or in a public sector organization of similar size and complexity

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- Incumbent must provide a current and satisfactory Criminal Records Check, including a Vulnerable Persons Sector Check
- May be required to work at various RRC campuses

RRC Polytech campuses are located on the original lands of Anishinaabe, Ininiwak, Anishininwak, Dakota, and Dene peoples, and on the homeland of the Red River Métis Nation.

COMPETITION NUMBER

2023-063

CLOSING DATE

May 29, 2023

SALARY

\$66,952 - \$87,057 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr