

DIRECTOR OF LEGAL SERVICES

Employment Status:	Permanent, Full-Time
Compensation Range:	\$93.32 - \$109.17 / 35 hours per week
Location:	London, ON
Union/Non-union:	Non-Union Management

POSITION OVERVIEW

Reporting to the Chief Administrative Officer, the Director of Legal Services will provide a full range of legal services in areas of law affecting the County and its participating partner municipalities, including but not limited to municipal and administrative law, planning and development, construction, corporate law, contracts, and by-law enforcement.

The Director of Legal Services provides legal advice and opinions, prepares legal documents including contracts and agreements, manages and conducts litigation before civil and administrative tribunals, and prosecutes municipal by-law contraventions.

QUALIFICATIONS

- Post Graduate Degree – Bachelor of Laws (LL.B./JD) with a minimum of 8 to 10 years of legal practice with demonstrated experience in municipal law.
- Member of the Law Society of Upper Canada in good standing.
- Experience managing and directing staff.
- Demonstrated experience in legal research, drafting, negotiation, mediation and litigation.
- Demonstrated experience before courts and administrative tribunals including the Superior Court of Justice, Ontario Court of Justice and Ontario Land Tribunal.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by **4:30 p.m. on August 9, 2024**.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

WHAT WE OFFER

Flexible Work Opportunities
Employee Recognition Events
Professional Development
Flex Time/Banked Time-Off
OMERS Pension Plan
Health and Dental Benefits
Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a
rewarding career!**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE:	Director of Legal Services
DEPARTMENT:	Legal Services – Administration
REPORTS TO:	Chief Administrative Officer
EFFECTIVE DATE:	July 2024
POSITIONS SUPERVISED:	Three

POSITION SUMMARY:

Reporting to the Chief Administrative Officer, the Director of Legal Services will provide a full range of legal services in areas of law affecting the County and its participating partner municipalities, including but not limited to municipal and administrative law, planning and development, construction, corporate law, contracts, and by-law enforcement.

The Director of Legal Services provides legal advice and opinions, prepares legal documents including contracts and agreements, manages and conducts litigation before civil and administrative tribunals, and prosecutes municipal by-law contraventions.

PRIMARY JOB DUTIES & RESPONSIBILITIES:

- Provides overall leadership and direction to the Legal Services staff, including work planning, scheduling, staff mentoring/coaching and delegation of work assignments.
- Provides professional legal advice to Council, Senior Management Team, staff, and its participating partner municipalities on a diverse and broad range of issues including but not limited to municipal and administrative law, planning and development, construction, corporate law, contracts, and by-law enforcement.
- Represents the County before courts and tribunals, including all aspects of conducting civil and administrative litigation and by-law prosecutions.
- Conducts prosecutions from initiation to disposition for Provincial Offences Act (POA) matters for charges laid pursuant to Provincial legislation, County by-laws and by-laws of its participating partner municipalities.
- Conducts legal research, analysis and prepares reports, by-laws, policies and procedures on various municipal topics, legislation, and other issues.
- Negotiates, drafts and finalizes terms and conditions for a wide variety of contracts and agreements.
- Executes contracts, agreements, and other legal documents on behalf of the County in accordance with the County's Delegation By-law.

- Attends and participates in Council and other meetings as required to provide presentations, reports, information, advice and/or responses to Council inquiries, in both public and closed session meetings.
- Responsible for tracking and reporting all working and billable hours to the County and its participating municipalities.
- Prepares, manages and controls the department budget, monthly variances and annual reports for the Legal Services department. Responsible for preparing and submitting invoices to the participating municipal partners for services rendered. Proposes and implements cost mitigation strategies as required through the fiscal year.
- Proactively monitor and reports to County Council, Senior Management Team, staff, and its participating partner municipalities on legal developments related to municipal interests.
- Oversees and provides input into the retainer of outside legal counsel services as required. Instructs and monitors external legal counsel with respect to requested legal advice and opinions, insurance claims, civil and administrative litigation, and other matters as required.
- Responsible for monitoring and maintenance of the Service Level Agreements (SLAs) between the County and its participating partner municipalities. Responsible for meeting timelines and deliverables within the SLAs.
- Coach and mentor department staff to ensure professional growth and succession planning.
- Participates in human resources management responsibilities including recruitment, onboarding, ongoing training and development, conflict resolution, performance management and discipline of legal department staff.
- Maintains an up-to-date knowledge and understanding of statutory and regulatory enactments, amendments and the common law and recommends appropriate operational, compliance and/or policy reviews.
- Maintains knowledge and skill at a high level with training and development through courses, workshops and selected reading.
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities.

MINIMUM QUALIFICATIONS

Education & Experience

- Post Graduate Degree – Bachelor of Laws (LL.B./JD) with a minimum of 8 to 10 years of legal practice with demonstrated experience in municipal law.
- Member of the Law Society of Upper Canada in good standing.
- Experience managing and directing staff.
- Demonstrated experience in legal research, drafting, negotiation, mediation and litigation.
- Demonstrated experience before courts and administrative tribunals including the Superior Court of Justice, Ontario Court of Justice and Ontario Land Tribunal.

Knowledge, Skills and Abilities

- Thorough working knowledge of relevant statutes and regulations including but not limited to: Municipal Act; Municipal Elections Act; Municipal Conflict of Interest Act; Planning Act; Building Code Act; Limitations Act; Municipal Freedom of Information and Protection of Privacy Act; Occupational Health and Safety Act; Provincial Offences Act; Courts of Justice Act.
- Thorough knowledge and understanding of judicial, quasi-judicial and administrative rules of procedure.
- Strong working knowledge of municipal government structure, governance and operations, including Council authority and procedures.
- Thorough administrative, organizational, strategic and analytical thinking, problem solving and project management skills.
- Excellent communication, facilitation and presentation skills as well as the ability to build relationships and collaborate with groups and individuals with divergent points of view to build consensus, credibility and trust.
- Ability to navigate a complex, politically dynamic environment involving multiple partners and competing priorities.
- Political acuity and confidentiality.
- Proven ability to establish purposeful relationships and work effectively with senior



leaders, elected officials, representatives of other levels of government, bargaining units, management, peers, employees, business community and the public.

- Demonstrated ability to foster teamwork, lead and empower teams and guide effective project management outcomes.
- Proficiency with Microsoft Office applications, including Outlook, Word PowerPoint and Excel. Knowledge of legal software systems (i.e. ProLaw).

Other

- Current Criminal Record Check that is satisfactory to Middlesex County.
- A valid "G" driver's licence with a clean driver's abstract, and access to a vehicle to travel as required to fulfill job responsibilities.

Working Conditions

- Normal hours of work are 35 hours per week, Monday to Friday, with regular hours between 8:30 a.m. and 4:30 p.m.; however, evening or weekend hours may be required to attend Council meetings, meet deadlines, or address other urgent matters.