



## **EMPLOYMENT OPPORTUNITY**

### **Legal Counsel**

Permanent, Full Time Position

#### **Salary:**

Level 25S (\$124,761 – \$154,304 per Annum)

#### **CLOSING DATE – Open Until Position is Filled**

Applicants are requested to clearly detail in their letter of application how their qualifications relate to the position as advertised. Applicants will be screened based on the information provided. The Commission thanks all applicants; however, only those being interviewed will be contacted.

**Please submit resumes and letters of application directly to  
Charity Hogan, Chief Operating Officer  
[chogan@irac.pe.ca](mailto:chogan@irac.pe.ca)**



---

|                                       |                                                                                                |
|---------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Job Title:</b><br>Legal Counsel    | <b>Classification:</b><br>Level 25S, Excluded<br>Salary Range: \$124,761 – \$154,304 per annum |
| <b>Reports To:</b><br>General Counsel | <b>Bilingual:</b><br>N/A                                                                       |

### Purpose of the Position

Legal Counsel to the Island Regulatory and Appeals Commission will provide comprehensive, in-house legal advice and representation to the Commission, primarily on matters within the Commission's appellate mandate; however, this position may be called upon to assist on regulatory or other matters as needed. This position plays a key role in supporting fair and efficient hearing processes, and legally sound decision-making within a quasi-judicial environment. This position requires a primarily self-directed professional to work within a small, highly professional and technical group. This position also involves external contact with the public, legal counsel, and various other professionals. This position requires a comprehensive knowledge of legislation and policies, familiarity with the principles of natural justice and fairness, as well as strong verbal and written skills.

### Primary Duties

The primary purpose of this position is the provision of legal advice and guidance to Commission panels and staff on matters related to the Commission's mandate, jurisdiction, procedures, and decision-making. This position will also be responsible for conducting research and analysis of matters as assigned by the Commission panel or General Counsel.

### Appeals

- Provide legal advice and guidance to Commissioners and staff on matters related to the Commission's appellate mandate.
- Conduct legal research and prepare written opinions, briefing materials and legal memoranda.
- Support the development, review, and interpretation of policies, rules, practice directions, and procedural documents.
- Assist in the administration of all appeals, including but not limited to the following:

- Review of Notice of Appeals and other documents initiating appeal;
- With the support of the Commission Clerk, corresponding and acting as Commission liaison with the parties to the appeal;
- Reviewing file disclosure;
- Assist in briefing and advising Commission panel on all matters relevant to the appeal;
- Assist with alternative dispute resolution services, when appropriate;
- Attending hearings as Commission counsel, when appropriate;
- Oversee appropriate drafting of high quality and timely decisions and orders.
- Contribute to continuous improvement initiatives that enhance the effectiveness, accessibility and fairness of appellate processes.
- Such other activities as required by the Commission.

#### Regulatory Matters

- Provide legal advice and guidance to Commissioners and staff on matters related to the Commission's regulatory mandate.
- Conduct legal research and prepare written opinions, briefing materials and legal memoranda.
- Support the development, review, and interpretation of policies, rules, practice directions, and procedural documents.
- Assist in the administration of regulatory matters, including the coordination of hearing related matters.
- Contribute to continuous improvement initiatives that enhance the effectiveness, accessibility and fairness of regulatory processes.
- Such other activities as required by the Commission.

#### **Decisions/Recommendations:**

- Provide legal advice and guidance to the Commission on legal and procedural matters related to in-house counsel responsibilities;
- Provide direction and advice on matters related to adjudication, mediation and settlements;
- Recommend the most effective and efficient structure and procedures for hearings and appellate matters; and
- Determine if written decisions are complete and accurate.

## **Minimum Qualifications**

- Law degree from a recognized university, supplemented by extensive experience as a practicing lawyer, preferably in administrative and regulatory law;
- Practicing Member of the Law Society of Prince Edward Island (or eligible for practicing membership);
- Must have a minimum of 5 years' experience as a practicing lawyer, either in private practice or in the public sector;
- Must have strong drafting, analytical, mediation and litigation skills;
- Ability to work both independently in a self-directed manner and as an effective team member;
- Must have excellent interpersonal, written and oral communication skills;
- Experience dealing with regulated industries would be an asset.

This position provides an excellent opportunity for professional growth and offers opportunity for expanded expertise in regulatory and administrative law. The Prince Edward Island Regulatory and Appeals Commission offers a competitive salary and benefits package including 4 weeks' paid vacation annually, pension plan, employer-paid health and dental benefits, and employee assistance program.