

# Associate Legal Counsel

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## Position Details

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### Position Information

<b>Position Title</b>	Associate Legal Counsel
<b>Department/Unit</b>	President's Office
<b>Location</b>	Halifax
<b>Posting Number</b>	S20-19
<b>Employee Group</b>	DPMG
<b>Position Type</b>	Regular, On-Going
<b>Duration of Contract (if applicable)</b>	
<b>Employment Type</b>	Full Time
<b>Full-time Equivalency (FTE)</b>	1.0
<b>Salary</b>	\$66,445 - \$89,896
<b>Classification</b>	ADM-07

**Provisional Statement** This is a provisional classification. Formal classification procedures will be initiated by the Compensation and Job Evaluation unit in approximately six months.

**About Dalhousie University** Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

**Job Summary** Reporting to the General Counsel, the successful candidate will work other members of the Legal Counsel Office team in providing legal services to the university. Legal Counsel Office provides advice on a broad range of legal issues including corporate commercial, inter-institutional arrangements, administrative law, student affairs, research, human rights, privacy, and advancement activities. The successful candidate will work both independently and in a team environment.

**Key Responsibilities**

- Assist senior counsel with the development of university policies, regulations, practices and procedures for both academic and administrative units.
- Prepare submissions and appear before senate academic and discipline hearings and appeals on behalf of the university.
- Undertake contract review, negotiation and preparation on behalf of the university.
- Assist senior counsel in analyzing operational liabilities and general risk management.

### Note

**Qualifications** The successful candidate must have a minimum of two years of private practice and/or in-house experience in all or some of the described areas, and must be eligible to be a practicing member of the Nova Scotia Barristers' Society. Demonstrated ability to work

effectively with others in a variety of contexts, strong communication and analytical skills, and the ability to adapt to the dynamic environment of a university community are prerequisites.

## Job Competencies

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (<https://www.dal.ca/dept/leaders.html>), in particular:

- Knowledge & Thinking Skills
- Communication
- Relationship Building
- Service
- Respect and Inclusion

## Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program, and a tuition assistance program.

## Application Consideration

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

## Diversity Statement

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

## Posting Detail Information

Number of Vacancies	1
Open Date	05/14/2019
Close Date	05/31/2019
Open Until Filled	No
Special Instructions to Applicant	
Quick Link for Direct Access to Posting	<a href="http://dal.peopleadmin.ca/postings/1423">http://dal.peopleadmin.ca/postings/1423</a>

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

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## Documents Needed to Apply

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Required Documents

1. Résumé / Curriculum Vitae (CV)

## Optional Documents

### 1. Cover Letter