



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

General Counsel, Corporate Secretary

Job ID	58-89-1C-90-CA-28	
Web Address	https://careers.indigenous.link/viewjob?jobname=58-89-1C-90-CA-28	
Company	Northwestel	
Location	Whitehorse, Alberta	
Date Posted	From: 2024-07-25	To: 2024-09-23
Job	Type: Full-time	Category: Law
Languages	English	

Description

Reporting to the Chief Financial Officer (CFO) & Vice President, Corporate Services, this position is responsible for the provision of legal advice and direction to the executive and management of Northwestel, its affiliates and other related organizations, in order to ensure that all significant policies, plans and contractual undertakings are in compliance with statutory and regulatory requirements, case law precedent, that all legal risks and liabilities are identified and effectively dealt with, and that the goal of excellent and effective legal representation is met. This position also acts as Corporate Secretary to the Board of Directors of Northwestel and its subsidiaries, acts as the Company's Chief Privacy Officer and Chair of the Ethics Committee.

Employment Equity

Northwestel values diversity in the workplace and is committed to the goals of Employment Equity. We strive to achieve a skilled workforce that is representative of the population we serve, and as a Northern company, we are committed to the employment and career development of our Indigenous peoples. Please clearly indicate on your application if you are an Indigenous person, a woman, a person with a disability, or a visible minority if you wish to receive hiring preference.

Specific Accountabilities

Provide advice and formulate opinions on legal issues for the executive and senior management on complex legal matters of extreme sensitivity or of major strategic impact, which may have company-wide implications within the Northwestel group of companies, or implications with respect to relationships with customers, the outside business community, or related external organizations.

Identify and mitigate potential liabilities and provide options to manage risk including the drafting and/or review and approval of all agreements and other legal documents at the highest organizational level involving significant dollar value and importance to the Company including the provision of legal advice regarding identifying and minimizing potential risks / liabilities and addressing insurance issues.

As Corporate Secretary to the Board of Directors, attend Board and Committee meetings, record and draft minutes, provide advice to Board of Directors and senior management on corporate governance, and protect the legal existence of the Company and its subsidiaries by filing appropriate legal documents with government authorities.

Lead internal privacy and Code of Business Conduct investigations and respond to all privacy or ethics inquiries.

Protect the company's intellectual property (e.g. trademarks, copyright, patents, etc.), by filing appropriate legal documentation, registering trademarks, drafting licensing agreements, etc.

Participate in the resolution of claims advanced by or against the Company in significant litigation matters and substantial settlement value or of a precedent setting nature, where such matters often have sensitive political and public relation issues. Lead and guide all litigious strategies in the event litigation proceedings are required to be contracted to outside legal counsel.

Provide presentations and information to the executive, senior management, and employees of the company regarding topical legal issues. For example, PIPEDA requirements, requirements under Canada's anti-spam legislation, changes to Canada's Copyright Act, etc.

Select or participate in the selection of outside counsel, direct the efforts of, supervise and manage the relationship between outside counsel and management to ensure the three goals of excellent legal representation, clarity of process

and cost effectiveness are met.

Organize and direct the closing process of major transactions such as mergers, acquisitions or divestments, responses to major requests for proposal, etc.

Lead the legal team including hiring, performance management and development.

Participate actively in the development of departmental plans or corporate policies in specific areas and/or a cross functional or corporate-wide nature by membership in project teams and committees.

Develop standard form contracts to reduce the need for specific review of every legal document.

Responsible for departmental administrative functions including accountability for departmental budget of approximately \$650,000.

Knowledge and Skills Required

The position requires the following qualifications and competencies:

Bachelor of Law/Juris Doctor from a Canadian common law university.

Minimum of ten (10) year's work experience in the telecommunications or public utilities industries.

Member of the Yukon, Northwest Territories, Nunavut, and British Columbia Law Societies (or maintain qualifications in at least two of those jurisdictions).

Strong knowledge of Communications law and specialized experience in the areas of corporate, commercial ,and administrative law.

Exceptional interpersonal, communications, analytical, problem solving and negotiation skills.

Excellent legal drafting, writing, research, and presentation skills.

Continuing legal education is required to keep current with changes in the law and acceptable practices.

Degree in communications or business management would be considered an asset.

What We Offer You

Health & Wellness Benefits, Pension Plan, Discounts

Team Incentive Bonus

Paid Vacation with a Vacation Travel Allowance

Work-Life Balance

Community Involvement

Closing

Applications will be reviewed as they are submitted. Posting will remain active until the position is filled.

How to Apply

Click "Apply Now"