



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/16

Legal Counsel & Governance Officer / Conseiller.ère Juridique/Agent.e De Gouvernance

Job ID	45-CA-A2-20-E6-D0	
Web Address	https://careers.indigenous.link/viewjob?jobname=45-CA-A2-20-E6-D0	
Company	Bishop's University	
Location	Sherbrooke, Quebec	
Date Posted	From: 2021-07-15	To: 2022-01-11
Job	Type: Full-time	Category: Law
Job Salary	M4 - 82,718.39\$ To/À 103,395.00\$	
Languages	English - Anglais / French - Français	

Description

Temporary Full-time position " (non unionized)

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking a Legal Counsel & Governance Officer for a temporary full-time position in the Legal department. Reporting to the General Counsel, the incumbent will engage in a wide range of Governance functions and advocacy files and will ensure University compliance with legal requirements, relating to the access to, and the protection of, personal information, procurement legislation, as well as a number of other laws of general application. The Legal Counsel and Governance Officer will work with the General Counsel and the Secretary General and Vice-Principal Government Relations and Planning to update University policies of general application and government reports.

Supporting the Human Resources team, this role also provides legal support for labour relations and employment activities, including collective agreement administration, grievance and issue management, collective bargaining, union/management relations, exempt employee contracts, and labour relations advice and training.

This position has a work week of 35 hours from Monday to Friday with occasional evenings and weekends required. The working period of this role is a minimum of 12 months but will not exceed two years.

Nature of Duties & Responsibilities

- Prepare protocols and information sessions to ensure compliance with legal provisions for the protection of personal information, compliance with laws on the prevention of harassment as well as University obligations in the area of procurement and copyright;
- Identify labour relations issues, developing appropriate solutions and providing advice to senior managers on complex labour relations matters;
- Negotiate settlements on behalf of the University, instructing external legal counsel, and presenting cases on behalf of the University in legal proceedings;
- Resolve labour relations issues where established guidelines have not been set;
- Advise the Manager of Procurement with procurement legal issues;
- Act as the Responsable de l'application des règles contractuelles (RARC) in the absence of the General Counsel;
- Support departments and services with the review or the preparation of contracts;
- Establish a calendar for the regular review of University policies and collaborate in that review;
- Carry out research in support of a range of advocacy files with the federal, Quebec and Sherbrooke governments;
- Collaborate with other University offices in the development of data for reports to management, governance and the government;
- Prepare responses to routine Access to Information requests for the signature of the Secretary General;
- Ensure that governance documents are archived in compliance with applicable legal requirements;
- Ensure that governance web pages are kept up to date;
- Other tasks as assigned.

Temporaire Ã Temps Plein (poste non syndiquÃ©)

Les ÃnoncÃ©s suivants sont destinÃ©s Ã dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.

L'UniversitÃ© Bishop's recherche un Conseiller.Ã©re Juridique/Agent.e de Gouvernance pour un poste temporaire Ã temps plein. Se rapportant au Directrice Des Services Juridiques, le titulaire du poste s'engage dans un large Ã©ventail de fonctions de gouvernance et de dossiers de plaidoyer, veillant au respect par l'UniversitÃ© des exigences lÃ©gales relatives Ã l'accÃ©s et Ã la protection des renseignements personnels ainsi qu'Ã un certain nombre d'autres lois d'application gÃ©nÃ©rale. Le titulaire du poste travaillera avec le ou la Directeur.ice des affaires juridiques ou SecrÃ©taire GÃ©nÃ©ral.e et vice-principal.e aux relations gouvernementales et Ã la planification, afin de mettre Ã jour les politiques universitaires d'application gÃ©nÃ©rale et les rapports gouvernementaux.

Supportant l'Ã©quipe des ressources humaines, ce rÃ´le apporte un soutien juridique aux activitÃ©s de relations de travail et d'emploi, y compris l'administration des conventions collectives, la gestion des griefs et situations problÃ©matiques, la nÃ©gociation collective, les relations syndicales / patronales, les contrats d'emploi exemptÃ©s ainsi que les conseils et la formation en relations de travail.

La semaine de travail est de 35 heures, du lundi au vendredi avec des soirÃ©es et fins de semaine occasionnelles. La pÃ©riode de travail de ce rÃ´le est d'un minimum de 12 mois mais ne dÃ©passera pas deux ans.

Nature des tÃ¢ches

- PrÃ©parer des protocoles et sÃ©ances d'information afin d'assurer le respect des dispositions lÃ©gales relatives Ã la protection des renseignements personnels, du respect des lois sur la prÃ©vention du harcÃ©lement et des obligations de l'UniversitÃ© dans le domaine du droit d'auteur;
- Identifier les problÃ©mes de relations de travail, Ã©laborer des solutions appropriÃ©es et fournir des conseils aux cadres supÃ©rieurs sur des questions complexes de relations de travail;
- NÃ©gocier des rÃ©glements au nom de l'UniversitÃ©, donner des instructions Ã des conseillers juridiques externes, et prÃ©senter des cas en justice au nom de l'UniversitÃ©;
- RÃ©soudre les problÃ©mes de relations de travail lorsque les lignes directrices n'ont pas Ã©tÃ© Ã©tablies;
- Conseiller le ou la Gestionnaire de l'approvisionnement sur les questions juridiques relatives aux achats ;
- Agir Ã titre de Responsable de l'application des rÃ©gles contractuelles (RARC) en l'absence du ou de la rÃ©sponsable des affaires juridique;
- Supporter les dÃ©partements et les services dans la revue et la prÃ©paration des contrats;
- Ã©tablir un calendrier pour la rÃ©vision des politiques de l'UniversitÃ© et collaborer Ã cette revue;
- Effectuer des recherches appuyant une gamme de dossiers de plaidoyer auprÃ©s des autoritÃ©s fÃ©dÃ©rale, qu'Ã©tatÃ© et de Sherbrooke;
- Collaborer avec d'autres bureaux de l'UniversitÃ© Ã l'Ã©laboration de donnÃ©es pour les rapports Ã la direction, Ã la gouvernance et au gouvernement;
- PrÃ©parer les rÃ©ponses aux demandes courantes d'accÃ©s Ã l'information pour la signature du ou de la SecrÃ©taire gÃ©nÃ©ral.e;
- Veiller Ã ce que les documents de gouvernance soient archivÃ©s conformÃ©ment aux exigences lÃ©gales applicables;
- Veiller Ã ce que les pages Web de gouvernance soient tenues Ã jour;
- Effectuer toutes autres tÃ¢ches connexes au besoin.

Experience

- Minimum 5 years' experience in dealing with governance/or legal issues
- Extensive labour relations experience

-
- Minimum de 5 annÃ©es d'expÃ©rience en matiÃ©re de gouvernance et ou dossiers juridiques
 - Vaste expÃ©rience en relations de travail

Education Requirements

- University degree in law
- Membership in good standing of the Quebec Bar

-
- DiplÃ´me universitaire en droit
 - Membre en rÃ©gle au Barreau du QuÃ©bec

Essential Skills

- Fluency in English and French, both written and spoken
- High level of organization and ability to work independently

-
- Maîtrise de l'anglais et du français, à l'écrit et à l'oral
 - Haut niveau d'organisation et aptitude à travailler de façon autonome

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for to careers@ubishops.ca. This position will remain open until filled.

Si vous êtes intéressé(e), veuillez soumettre votre curriculum vitae et votre lettre de motivation, y compris le poste pour lequel vous postulez à careers@ubishops.ca. Ce poste restera ouvert jusqu'à ce qu'il soit pourvu.