

**IMPORTANT: DATE STAMP THIS NOTICE AND POST IMMEDIATELY ON ALL PEA BULLETIN BOARDS. DO NOT REMOVE UNTIL AFTER THE CLOSING DATE BELOW.**

**LEGAL SERVICES SOCIETY  
POSTING**

**TO:** LSS STAFF (cc: PEA)  
**FROM:** HUMAN RESOURCES DEPARTMENT  
**POSITION:** MANAGING LAWYER, PARENTS LEGAL CENTRE - DUNCAN  
ONE REGULAR FULL-TIME POSITION  
**COMPETITION NO:** P028-18  
**DATE POSTED:** June 4, 2018  
**CLOSING DATE:** June 25, 2018  
**STARTING DATE:** To be determined  
**SALARY CLASSIFICATION:** Maximum Year Call 16  
**SALARY:** As per the PEA Salary Schedule

**Preference will be given to applicants of aboriginal ancestry that meet the requirements for the position.**

**PRIMARY FUNCTION:**

The Managing Lawyer reporting to an Excluded Manager or Vice President is responsible for managing a Regional Centre/Office/Clinic in addition to providing legal counsel in one or more areas of law which are practiced in the Regional Centre/Office/Clinic within the context of LSS policies and procedures. This position is responsible for the Regional Centre/Office/Clinic's provision of professional legal services in the community, supervision of the operations including both human and financial resources and for liaison with Vancouver Regional Centre on a variety of initiatives as required. This position will work closely with Indigenous people and their communities with a sensitivity to cultural and Tribal/Nation differences.

**The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.**

**DUTIES:**

1. Provides criminal, poverty and/or family law service to clients, including summary legal advice and information, and individual case representation.
2. Develops solutions to legal problems with a focus on early resolution, and acts for clients in all legal matters at hearings and at trials in Provincial and Supreme Court.
3. Plans, directs and manages the activities of the Regional Centre/Office/Clinic to ensure that mandated and contracted services are effectively and efficiently delivered.
4. Supervises a staff of lawyers, paralegals, intake staff and/or secretaries including performance planning, coaching and feedback meetings. Monitors and evaluates the probation/trial periods of new staff, follow up on staff lawyer file reviews, ensures compliance of time keeping systems and caseload targets and alerts and assists the LAR Manager and/or Director in issues of discipline in consultation with Human Resources.
5. Provides leadership and direction on staff development and works with staff in establishing individual performance goals and objectives.
6. Supervises, mentors and coaches junior and intermediate staff lawyers while carrying an active senior level practice caseload.
7. Reports to the LAR Manager/Director regarding Regional Centre/Office/Clinic operations, staff performance, training and disciplinary matters.
8. Manages expenses with the approved budgets including authorizing expenditures, approving overtime, vacation/sick leave and travel expenditures for all staff within approved budget and allocated spending authority.
9. Oversees office procedures and administrative systems including intake procedures and staff case acceptance criteria in accordance with LSS policy and standards.
10. Develops a strategic annual service delivery plan in consultation with staff.
11. Develops goals and priorities through ongoing assessment of client needs, liaison with lawyers and community groups and participation in corporate planning activities.
12. Maintains current awareness of developments in all matters impacting the delivery of LSS programs and services and appraises the Director or LAR Manager of issues and developments that could impact the Society or its programs and services.
13. Establishes, administers and manages a variety of pilot projects, programs and contracts, including case management, quality assurance and management of contracts, such as mental health and prison law

services, and out-of-mandate services.

14. Liaises with private bar lawyers, courts and community groups across B.C. on matters relating to legal services and initiatives.
15. Participates in community-based Public Legal education and community development projects, including regular attendance at Canadian Bar Association meetings and functions.
16. Ensures coordination of office resources with other community groups providing complementary or related services.
17. Provides assistance to Audit and Investigation Department, as required.
18. Performs other related duties as required.

**QUALIFICATIONS:**

**Basic requirements**

- Membership or eligibility for membership of the Law Society of British Columbia.
- At least five (5) years call to the Bar in British Columbia or equivalent experience in another Canadian jurisdiction.
- Minimum 3 years management/supervisory experience or an equivalent combination of education and experience.
- Experience in the respective area of law, including practice of (criminal, family, child protection, poverty law, immigration law).
- Or an equivalent combination of education and experience.

**Knowledge, Skills and Abilities:**

- Strong supervisory and management skills in leading, coaching and directing of staff, staff lawyer caseload management, maintaining time keeping systems. Supervisory/ management experience, preferably in a complex organizational environment.
- An understanding of Indigenous issues, cultures as well as Indigenous community groups and agencies and current issues affecting indigenous communities.
- Knowledge of traditional native justice concepts, alternate measures, mediation and diversion practices.
- Knowledge of administrative principles, practices, techniques, policies and legislative development relevant to indigenous programs, services and activities.
- An awareness of government laws and policies impacting Indigenous peoples.
- Ability to communicate and relate to Indigenous people and their communities, with sensitivity to cultural and Tribal/Nation differences.
- Demonstrated written and oral communication skills combined with excellent interpersonal skills and ability to foster and work within a multi-disciplinary team environment.
- Knowledge of LSS policy and procedures.
- Knowledge and experience in working with and maintaining community contacts.
- Experience and interest in Public Legal Education.
- Ability to problem solve.
- Ability to work in a fast-paced environment.
- Ability to defuse stressful situations, and use tact in dealing with clients and the general public.
- Ability to make decisions.
- Must have excellent interpersonal and communication skills (oral and written).
- Solid computer skills coupled with a good understanding of the use of new technologies within a dynamic work environment.
- Considerable experience with business planning, budget management and office administration.
- Excellent project management skills and the demonstrated ability to manage multiple projects simultaneously and meet heavy case/work load demands and deadlines.
- Ability to develop resourceful solutions to legal problems of clients.
- Must have awareness and sensitivity to cultural influences in the community.
- Ability to work with people who are low income, physically or emotionally disabled, illiterate, whose first language is not English or who are otherwise disadvantaged.

**Employment is conditional upon completing and obtaining clearance from the following:**

- **Criminal Record Check (CRC) in accordance with the Criminal Records Review Act**
- **Law Society Check**

**We offer (based on your employment status and affiliation):**

- A competitive salary
- 35 hour work week

- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- Modified work week/flex time for some positions
- 13 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

**LEGAL SERVICES SOCIETY**  
**Human Resources Department**  
**Competition no: P028-18**  
**400-510 Burrard Street**  
**Vancouver, BC V6C 3A8**

**E-mail address:** [resumes@lss.bc.ca](mailto:resumes@lss.bc.ca)

**VISIT OUR WEBSITE AT** [www.legalaid.bc.ca](http://www.legalaid.bc.ca)

*We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.*