

Overview

As we move through a period of exciting and challenging organizational change, Professional Engineers Ontario (PEO) has an immediate opening for an experienced and strategic Legal Counsel and Manager, Tribunals.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multi-disciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

The Legal Counsel and Manager Tribunals is responsible for all aspects of PEO Tribunals operations. The incumbent is responsible for providing and facilitating legal advice and support to the chairs of the Registration, Discipline and Fees Mediation committees, as well as the Complaints Review Councillor. The role also provides advice and input to the VP, Legislation and Policy and the CEO/Registrar regarding the strategic direction of the Tribunals and will advise on necessary legal requirements to ensure the development of effective regulatory policy.

Responsibilities

- Makes recommendations to the VP, Legislation and Policy, concerning the PEO's legal issues, and provides advice, as directed, to the Registrar & CEO, the Senior Management and Management Teams, other PEO staff, and the governance structure.
- Works closely with the VP, Legislation and Policy and the policy and practice advisory teams to provide advice on legal and operational strategies to be implemented by the Division.
- Analyzes legal impacts/ implications of internal/external developments, especially in the area of administrative law, and proposes appropriate changes in respect of procedures and policies within the Tribunals office.
- Remains current with best practices at other administrative tribunals, especially those engaged in professional self-regulation, and proposes and implements appropriate changes at PEO.
- Directs the handling of inquiries from members of the public and stakeholders in proceedings before the tribunals and authorizes updates of information links and information on Tribunals web pages.
- In conjunction with Tribunals chairs, manages the recruitment, oversight, remuneration and evaluation of Independent Legal Counsel, as anticipated by the *Professional Engineers Act*.
- Leads and supervises the administrative staff and ensures timely and accurate completion of tasks and activities providing guidance on the exercise of discretion in case processing.
- Upholds and models core values of fairness, quality, transparency, and timeliness.
- Serves as primary staff support for the Registration, Discipline, and Fees Mediation committees.
- Conducts and/or oversees decision review as needed or requested, to help promote clarity and consistency in terms of how tribunal decisions are explained and communicated to parties.

Specialized Skills and Knowledge

Knowledge of:

- The *Professional Engineers Act* and regulations, as well as the *Statutory Powers and Procedures Act*.
- Tribunal' mandates, services, legislation, policies, and administrative processes.
- Applicable Codes of Professional Conduct, Bylaws, Regulations, and Rules of Practice and Procedure.
- Experience with legislation and governing documents, administrative law and the rules of procedural fairness as applicable to administrative tribunals and courts.
- Excellent knowledge of best practices and innovative approaches in the administration of courts and tribunals administration.
- Superior interpersonal and communication (verbal and written) skills, professionalism with ability to work both autonomously and with a team.
- Understanding of new and emerging technology applicable to courts and tribunals, including the ability to conduct fully or partially virtual hearings, and case management.

Skills and qualifications include:

- A degree in law from a recognized law school and licensure or eligibility for licensure as a lawyer by the Law Society of Ontario.
- Bachelor of Laws (LL.B.) or Juris Doctor (J.D.).
- Entitled to practise law in the province of Ontario.
- Minimum of seven years' experience as counsel or equivalent at an administrative tribunal, court, or regulator, with at least five years of formal management experience.
- Strong leadership skills to coach & motivate staff with excellent interpersonal & relationship building skills.
- Knowledge of the engineering profession and/or the practise of professional engineering is an asset.
- Previous experience working at a regulatory body is an asset.
- Bilingualism (English and French) is an asset.

Qualified professionals are invited to submit resumes no later than **Friday, September 10, 2021** along with a cover letter stating salary expectations to: peocareers@peo.on.ca

PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

We thank all applicants in advance for your interest in our organization and advise that only those candidates selected will be contacted.