

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Legal Counsel

**Job ID:** LC0100

**Classification:** Legal Counsel Level 1

**Classification Date:**  
(MM/DD/YYYY)

**Branch:** Legal Services

**Unit:** CEO-Legal Services

**Reports to:** Senior Legal Counsel

**Security Screening:** Yes

**Union/Excluded:** Excluded

### BRANCH DESCRIPTION

The Legal Services Branch provides legal advice and guidance to the Chief Executive Officer (CEO) and management team, as well as to other branches and program areas, in order to support the achievement of BC Pension Corporation's strategy and goals.

### JOB SUMMARY

Legal Counsel acts as legal counsel for the BC Pension Corporation (the Corporation). Reporting to the Senior Legal Counsel, Legal Counsel provides expert legal advice to the Corporation working with staff and senior leaders in the Corporation's branches and program areas, the executive, the Plan Boards of Trustees and the Corporation's Board of Directors on a variety of complex legal, legislative, policy, operational and service issues. Legal Counsel provides legal advice with respect to all legislation affecting the Corporation in its role as pension service provider, legislation affecting the pension plans as well as legislation affecting the Corporation as a business entity and as an employer.

### JOB RESPONSIBILITIES

Legal counsel:

- Provides legal advice to the Corporation's staff and senior leaders on matters related to the interpretation and application of the Public Sector Pension Plans Act and associated legislation, policies, and regulatory requirements including the Pension Benefits Standards Act, Family Law Act, Income Tax Act (Canada), Wills, Estates and Succession Act, Power of Attorney Act, Patient's Property Act, Unclaimed Property Act and other applicable provincial and federal legislation.
- Provides legal advice and guidance on a broad range of corporate and operational issues including assessment and recommendations regarding proposed legislative amendments, policy development, corporate policies and procedures and plan benefit entitlements.
- Researches and prepares legal opinions and other formal materials on matters of particular interest to the Corporation, the Plan Boards of Trustees and the Corporation's Board of Directors.
- Works closely with Policy, Compliance and Operations staff in the review, interpretation and application of pension plan rules.
- Manages litigation and may represent the Corporation during legal proceedings, court appearances, and other legal matters in which the Corporation and / or a pension plan is a party or has an interest in the dispute.
- Works closely with external counsel where necessary for the management of legal matters, including litigation in respect of the Corporation and interpretation of pension plan rules and legislation, with the goal of obtaining efficient and effective advice for the Corporation.
- Prepares, reviews and negotiates requests for proposals, service agreements and other contractual documents required by the Corporation.
- Supports the preparation and implementation of Corporation policies and procedures on legal and ethical issues and assists in the oversight of other corporate policies maintained by Legal Services as the Corporate Policy Office.
- Provides legal advice on information management and privacy related matters including the Freedom of Information and Protection of Privacy Act.
- Provides legal advice on human resource and labour relations matters involving the Corporation as an employer.

- Researches and assesses legal trends and emerging issues in provincial, federal and international jurisdictions and provides legal advice on the potential impact to the Corporation and the pension plans.
- While providing advice and guidance to the Corporation, Legal Counsel will maintain a corporate-wide focus on key business strategies and initiatives, goals and objectives to contribute effectively to the success of the Corporation's strategic plan.

## EDUCATION

### Degree/Diploma Obtained

### Program of Study

- Must be a member of the Law Society of British Columbia in good standing OR eligible for call to the Bar within 120 days of the closing date of the competition. Successfully completing the requirements to become a member of the Law Society of British Columbia is a prerequisite of employment.

## EXPERIENCE

### Years of Experience

### Type of Experience

- Up to five years of call with related legal experience.
- Related experience should include researching, analyzing, and developing advice or analysis respecting complex legal issues and working with clients and teams in a collaborative manner.
- Prior in-house experience is an asset.
- Experience working independently, exercising judgment and tact in an environment with changing and competing priorities.

## KNOWLEDGE, SKILLS & ABILITIES

- Ability to build consensus, motivate and influence others and resolve conflict.
- Strong client-service orientation and experience building positive business relationships with a wide range of clients and stakeholders.
- Strong communicator with excellent, proven interpersonal, presentation and writing skills.
- Good understanding of contract, procurement and administrative law, preferably in a government setting.
- Ability to develop and maintain good working relationships with Board members and trustees, executives, senior leaders and staff members along with external counsel and other officials within the public sector.

Preference may be given to candidates with strong knowledge of relevant legislation.

## CORE COMPETENCIES

### Enabling & Inspiring L3 - Leading Others

Motivating, supporting and enabling others to succeed.

- Gives responsibility to staff based on their competence and capability.
- Creates an environment where others strive for improved performance and productivity.
- Demonstrates respect and effective collaboration as a model for the organization.
- Cultivates an environment of enthusiasm and optimism within the team and across the organization.
- Integrates the contributions of others into organizational initiatives.

### Insight & Impact L3 - Leading Others

Understanding self and others in order to be a positive influence as a leader.

- Considers competing interests to address key concerns and to achieve desirable outcomes.
- Demonstrates self-assurance/confidence in own core beliefs and values while maintaining connection with others.
- Manages one's emotions sufficiently to allow for, and invite, different perspectives and opinions

### Leadership Courage L3 - Leading Others

Saying and doing the right thing despite potential risk.

- Acts with the courage of his/her convictions without guarantee of success or reward.
- Recognizes competing viewpoints/interests and seeks common understanding and/or solutions.
- Reassesses position in the face of justified resistance.

### Navigating Change L3

Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Creates a culture that encourages change, innovation and improvement.
  - Applies change management models, principles and practices.
  - Translates change strategies into specific direction and focus.
  - Adapts existing goals, plans and processes, or develops new ones to respond effectively to the change.
  - Removes barriers to change.
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### **Embracing Learning L3**

Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Ensures that developmental opportunities and resources are available to employees.
  - Ensures adequate time is made available for staff development.
  - Effectively utilizes the strengths and talents of others to achieve business results.
  - Undertakes development opportunities to meet future organizational needs.
  - Role models continuous learning.
  - Identifies high potential individuals and provides them with targeted opportunities for growth.
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### **Client Orientation L3**

Making it easy for our external and internal clients - seeing things through their eyes.

- Balances client needs with business realities.
  - Represents client needs to more senior management.
  - Provides advice on complex problems and initiatives.
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### **Accountability L3**

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Establishes standards and measures to achieve desired results.
  - Allocates resources and assigns responsibilities to achieve organizational objectives.
  - Supports others in driving behavioural and performance expectations.
  - Entrusts others with responsibility for achieving results.
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### **Inspiring Trust L3**

Inspiring confidence by demonstrating integrity and building credibility.

- Brokers healthy relationships across the organization to further the achievement of business goals.
  - Promotes dialogue and shared understanding on business issues.
  - Communicates complex issues clearly and credibly with varied audiences.
  - Confidently and effectively expresses contrary opinions and own perspectives.
  - Accepts alternate perspectives in support of business interests.
  - Models trust in others to do their jobs.
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### **Decision Making L3**

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Guides responsible risk taking as part of the decision making process.
  - Makes complex operational decisions based on best available information.
  - Balances competing priorities in reaching decisions.
  - Factors key stakeholder perspectives in making decisions.
  - Overcomes obstacles to reach timely decisions.
  - Ensures decisions are consistently applied across the organization.
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### **Organizational Focus L3**

Aligning work priorities, processes and practices to achieve the strategic direction.

- Demonstrates an understanding of interdependencies across the organization (i.e. systems thinking).
- Responds to emerging trends with initiatives that are aligned with the organization's strategy.
- Translates strategic goals into specific operational initiatives.
- Ensures work unit objectives are aligned with the strategic goals.
- Balances short term needs of the organization and its people with the achievement of longer-term goals and strategies.
- Applies understanding of organizational context in dealing with complex issues.
- Aligns business operations across the organization.