**Chief Legislative Counsel**

**Alberta Justice and Solicitor General, Edmonton –** Play a key role in contributing to the quality of Alberta’s legislation.

Critical to the operations of government, the Legislative Counsel Office (LCO) is relied upon to ensure the integrity of the drafting of legislation, and to set standards, policies and procedures that bring coherence and consistency to the statutes and regulations of Alberta. The LCO also works very closely with the Alberta Queen’s Printer in preparing all legislative material for publication.

As head of the LCO, you will oversee the preparation of the Government’s legislative agenda, which includes the drafting of all Government bills for introduction in the Assembly and the drafting of regulations and orders in council. You will have significant dealings with the Policy Coordination Office and the Cabinet Coordination Office in the Department of Executive Council, including dealings with Cabinet on legislative matters. You will also serve as an advisor to Cabinet’s Legislative Review Committee, and from time to time, provide advice to the Lieutenant Governor. Reporting to the Assistant Deputy Minister, Legal Services, you bring strengths in leadership and creative problem solving to guide a team of professional legal staff in meeting critical and time sensitive priorities in a dynamic and highly pressurized environment.

The demands of this role require an agile systems thinker with extensive related senior management and legal experience. You bring advanced skill in the specialized area of legislative drafting, and have significant experience in the operation of government and related legislative and regulatory processes. An influential collaborator, you have a strong record of building effective relationships and are able to identify, assess and articulate issues and recommendations to senior leaders. Advanced written and oral communication skills with a proven ability to meet high expectations of professionalism, accuracy and responsiveness are essential. A law degree and eligibility for membership in the Law Society of Alberta is required. This senior executive position has a salary range of $162,487 - $213,246 ($6,225.57 - $8,170.35 bi-weekly)*.* Final candidates will be required to undergo a security screening. This competition may be used to fill future vacancies.

**Closing Date: Until a suitable candidate is identified.**

**Job ID: 1048182 Open Competition**

Visit [www.jobs.alberta.ca](http://www.jobs.alberta.ca/) for more information and to apply directly on-line, or fax your resume to Executive Search, Alberta Public Service Commission, Fax (780) 422-0468. When applying online, please submit your cover letter and resume as one file. Online applications will receive an automated confirmation. You will be contacted if you are selected for an interview. Our contact number is (780) 408-8460.