**Job Information**

Job Title: Chief Legislative Counsel

Job Requisition ID: 3595

Ministry: Justice and Solicitor General

Location: Edmonton

Full or Part-Time: Full Time

Hours of Work: 36.25 hours per week

Regular/Temporary: Ongoing

Scope: Open Competition

Closing Date: January 22, 2021

Classification: Justice Legal Counsel 7

**About Us**

The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit: <https://www.alberta.ca/diversity-inclusion-policy.aspx>

Alberta Justice and Solicitor General supports the government’s priority of investing in families and communities. The ministry works in partnership with Albertans to promote safe, secure communities and is committed to working with partners and stakeholders to facilitate an accessible, effective and innovative justice system in Alberta. In addition, it provides legal advice and counsel to government. For further ministry information, visit the following website: <http://justice.alberta.ca/Pages/home.aspx>

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 closely with the Alberta Queen’s Printer in preparing all legislative material for publication.

**Role**

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 high pressure environment.

**Qualifications**

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. Experience managing human resources, and 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.

**Salary**

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|  | $162,487 - $213,246 annual ($6,225.57 - $8,170.35 bi-weekly)) |

**Notes**

This competition may be used to fill current and future vacancies across government.

Please see the attached position profile for a detailed list of the job responsibilities: <https://www.alberta.ca/jobs/pprofile/pp3595.pdf>

**How to Apply**

Visit <https://www.alberta.ca/apply-for-jobs-with-the-alberta-public-service.aspx> for more information and to apply directly on-line.

Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience and relevant examples of required competencies.

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) - <https://www.alberta.ca/international-qualifications-assessment.aspx>. It is recommended that applicants include the assessment certificate from IQAS or any other educational assessment service as part of their application.

**Closing Statement**

We thank all applicants for their interest.  All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements.  Only individuals selected for interviews will be contacted.

If you require any further information on this job posting, please contact Executive Search by Phone: (780) 408-8460 or e-mail: [psc.executivesearchservices@gov.ab.ca](mailto:psc.executivesearchservices@gov.ab.ca) .