

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(LEGAL SERVICES DIVISION – DISPUTE RESOLUTION SECTION - LOCATION – 50 MAIN ST. E., 4th FLOOR)

SOLICITOR

SUMMARY OF DUTIES

Under the general direction of the City Solicitor and Deputy City Solicitor, provides high quality and effective legal advocacy, advice and services to the management and staff of the City and related boards and agencies to ensure the actions undertaken will support corporate financial and other goals and legal requirements. The focus will be on the organization and carriage of an active case load of civil litigation files including personal injury defence, contract/commercial and administrative litigation with related trial work where substantial experience is required. Exposure to one or more of public health proceedings and operations, privacy and freedom of information, administrative tribunal and appeals, human rights, and policy development in the broad range of municipal operations such as building regulation, fire prevention, enforcement or drafting of statutes and by-laws is a significant asset.

GENERAL DUTIES

Provides specialized legal services and consultation to the City Manager, Senior Management and staff at all levels on legal matters with the mandate as required.

Develops and implements proactive strategies, anticipates and identifies legal challenges that help to protect the interests of the City and to reduce exposure to legal risks.

Ensures that legal services are provided to contribute to the effectiveness of programs and services throughout the City.

Provides research, analysis, counselling and advice for City Council, City Departments, Boards, Commissions and Authorities on the legal implications of matters of law, legislation, procedures, operational and strategic decisions.

Reviews and prepares documents, policy and procedure for the City to ensure that they are clear, concise, comply with all applicable laws and to minimize exposure.

Provides legal opinions and advice on matters that pose significant risks to the City to assist decision-makers at all levels in making decisions regarding their service and program delivery.

Represents the City before Tribunals, Inquiries and at all levels of Court with high degree of professional advocacy.

Participates in the development and implementation of a preventative law program aimed at precluding and remedying anticipated legal problems arising out of day-to-day operations or projects.

Assists City Solicitor and staff with service delivery.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Bachelor of Laws degree or Juris Doctor (JD) from a recognized University. Membership in good standing in the Law Society of Ontario. Advanced knowledge and expertise in a defined area of law normally

attained through 8 to 10 years of progressively more responsible practice in the area of law.

2. Possess a high level of professionalism and integrity, and excellent communication skills reflecting ability to express ideas effectively, orally, in writing and through formal presentations.
3. Excellent interpersonal skills, to interact effectively with legal team members and maintain a collegial working environment, and to deal with members of Council, government officials and all levels internal and external to the organization, outside professionals and members of the public.
4. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking. Experienced in designing and delivering customer focused programs and services; and using a "best practices" approach in developing and delivering quality services in a timely and cost effective manner.
5. Highly developed ability to articulate a vision, to lead and inspire others. Highly effective leadership, facilitation, communication, presentation, and organizational skills.
6. Thorough knowledge and understanding of key statutes, regulations and by-laws affecting the Division and municipality.
7. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
8. Must have computer skills in a Windows environment utilizing MS Office software to support a high degree of self-sufficiency.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES PRACTICES FOR THIS POSITION AND THE WORKPLACE
