



College of Physicians and Surgeons of British Columbia

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POSITION DESCRIPTION

Staff Lawyer

(Maternity Leave Coverage – 12-month contract)

Work Hours	8:30 a.m. – 4:30 p.m. Monday – Friday	Posting Date	July 2013
Reports to	Chief Legal Counsel	Department	Legal

POSITION SUMMARY

As a key member of the College's legal department, the role of staff lawyer encompasses a broad range of responsibilities including advising the College on a variety of legal matters related to relevant legislation, College operations, and policies. Reporting to the chief legal counsel, the individual will oversee all legal matters in accordance with the *Health Professions Act (HPA)*, College Bylaws, policies and procedures.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Providing ongoing advice to and assisting various departments of the College, including registration, complaints, records/privacy, incorporations and operations
- Attending Registration Committee, Inquiry Committee and other committee meetings, providing advice and support to the committees regarding legislative interpretation, relevant legal decisions, obligations and authorities of the committee, and preparing legal opinions for consideration by the committees, drafting minutes, resolutions, undertakings, legal correspondence, detailed reasons arising from committee meetings, attending interviews and meetings
- Providing advice and assistance to the professional medical corporations department including interpretation of the *HPA*, Bylaws, incorporation documents, trust provisions, draft undertakings and legal correspondence
- Assisting in proposing and drafting amendments to the College Bylaws, engaging in discussions with the College's registrar and the Ministry of Health regarding proposed Bylaw amendments, assisting College departments with Bylaw interpretation
- Providing policy analysis and assisting in the development of the College's *Professional Standards and Guidelines*

- Providing support and assistance to various departments in reviewing and drafting agreements and providing advice in relation to the agreements
- Performing such other duties, functions, and responsibilities as assigned by the College's chief legal counsel

SKILLS AND QUALIFICATIONS

Required skills and qualifications include:

- LLB and member in good standing with the Law Society of BC
- Minimum of eight years of related legal experience in a professional regulatory environment or in a closely related field
- Ability to handle a heavy, complex, diverse caseload in a fast-paced legal environment with multiple in-house clients and competing demands
- Ability to work collegially and collaboratively in a multidisciplinary environment
- Capability to multi-task within own area of responsibility and in support of other departments as required
- Ability to use initiative and take appropriate action when unforeseen circumstances arise
- Advanced technology skills including word processing, telecommunications, database, and legal research software
- Excellent leadership and communication skills

The College of Physicians and Surgeons of British Columbia is recognized as one of BC's Top Employers for the third year in a row. Our goal is to attract, develop and retain highly talented employees. We offer an excellent working environment, opportunities for personal and professional growth, and a comprehensive benefits package.

If you would like to join us, please send a cover letter, along with your resume to:

hr@cpsbc.ca

Attention: Recruiter, Human Resources

We thank all applicants for their interest however only those selected for interview will be contacted.