

Job Description

Job Title:	Senior Legal Administrator
Department:	Legal and Immigration Services
Reports To:	General Counsel
Jobs Reporting:	Administrative Assistant
Salary Grade:	USG 10
Effective Date:	December 2018

Primary Purpose

The Senior Legal Administrator reports directly to the General Counsel and is responsible for supporting the day-to-day administrative oversight of the Legal and Immigration Services (LIS) Office. This is the senior staff position for administration in LIS and areas of responsibility include day-to-day support for the General Counsel, the management of legal files by providing professional legal administrative support in a complex and highly confidential environment, and acting in a supervisory capacity to the Administrative Assistant. This position supports the General Counsel in planning and co-ordination of administrative operations of the department, including assistance with human resource administration, managing the operating accounts, financial reporting, paying invoices and reconciling expense accounts. This position is often a primary administrative contact for senior administrative leaders, Deans, faculty members, external counsel and the general public. This position provides continuity as inevitable changes occur.

Key Accountabilities

Strategic Legal Support and Leadership

- Supports and provides advice and guidance to the General Counsel
- Provides leadership and advice to the staff in LIS
- Provides administrative support with in-depth knowledge and management of a high volume of legal files and various matters and the overall day-to-day operations of LIS
- Drafting and preparation of internal and external correspondence, various confidential legal documents, and forms to assist in the progression of legal procedures as required
- Ensures the effective management of confidential and highly sensitive information
- Liaises with external counsel, government agencies, courts, and tribunals for various matters
- Serves as a primary point of contact for visitors, staff, faculty members, or students contacting the office, to consult and advise on planning, implementation and evaluation of complex, sensitive or highly confidential matters, answering or re-directing inquiries as appropriate
- Identifies urgent issues that require immediate attention and facilitates a resolution, escalating issues that require General Counsel's attention, where necessary
- Maintains a strong knowledge base of University policies, procedures, and guidelines, resources and services, developing and fostering strong and constructive working relationships with senior leadership and administration of the University and often serving as a resource to consult and advise on internal and external information
- Promotes a culture of continuous improvement in terms of efficiency and leveraging systems capacities and new technologies
- Supports the General Counsel with overseeing all changes and updates to the internal workflow processes and procedures

Financial Management

- Supports the General Counsel in managing and overseeing the LIS operational budget and monitors allocation in order to make recommendations to work processes and/or resource allocation to meet defined budgets, as needed.
- Supports the General Counsel to ensure the day-to-day financial activities of the office are carried out according to best practices and comply with University policy and procedures.
- Supports the General Counsel by assisting with internal control, monitors all accounts and investigates over expenditures or irregularities
- Reconciles accounts monthly
- Monitors and maintains the up to date tracking of external legal spend for reporting purposes
- Supports General Counsel to manage the financial expense claims and reporting for LIS
- Ensures all bills are paid within the current fiscal year
- Assists with ensuring the financial and administrative areas are in alignment with the General Counsel
- Completes and submits travel and expense claims on behalf of the General Counsel
- Responsible for monthly reconciling of P-card (10K)

Departmental Operations Management

- Supervises the implementation of the legal data management system and acts as an internal resource to ensure compliance
- Supports the General Counsel with human resources matters
- Ensures the General Counsel is prepared for meetings by means of daily briefing folders, briefing notes, and/or other documents, and provides advice on approaches to issues.
- Leads the administrative management complex calendars of the General Counsel and Legal Counsel
- Assists in booking travel on behalf of the General Counsel
- Assists in organizing meetings that may include multiple internal and external stakeholders; and that meetings are prioritized and scheduled based on time sensitivity and importance
- Provides relationship management and administrative co-ordination for LIS including preparation of reports, organizing meetings and developing agendas
- Supports the General Counsel in managing the efficient day-to-day operations of LIS
- Assesses filing systems and processes to ensure efficiency and effectiveness and proposes and implements changes where necessary and desirable
- A resource for informed decision-making and creative problem-solving
- Drafts and prepares and is accountable for digital content for the departmental website
- Prepares and submits expense claims on behalf of LIS, ensuring all required documentation is provided and maintained
- Manages administration and follow-ups from LIS Meetings
- Responsible for records and information management within the LIS office in accordance with University records management and retention policies, guidelines and legislated requirements
- Develops spreadsheets, reports, and other tracking materials, as required. Information must be compiled, analyzed, formatted, and modified to meet various administrative needs. The highest level of accuracy is required.
- Assists the General Counsel with administration and tracking of progress of annual workplan/key metrics

University Appointed Notary Public

- University appointed Notary Public assisting the entire University community with respect to various documents requiring notarization, certification or commissioning in relation to University business

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- This position requires that professional discretion be used in order to be consistent with the scope of University business

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- **University Degree or College Diploma in law-related discipline (e.g. Legal Assistant, Law Clerk, Paralegal) or equivalent education and experience**
- **Professional Administration designation or equivalent preferred**

Experience

- Minimum 10 years professional experience in a legal environment and able to provide administrative and overall office administration management at a senior level in a large institution or corporation
- Considerable proven financial management experience, including budget development and allocation, strong research, analytical and technological skills
- Ability to quickly assimilate information, analyze data and be able to provide advice, guidance and make sound decisions
- Considerable experience implementing innovative administrative processes
- Must demonstrate outstanding leadership and management skills and be an accomplished problem solver, demonstrating the ability to make independent decisions
- Advanced knowledge of and experience interpreting University policies, procedures and guidelines
- Sound judgment and diplomacy are essential
- Strong technical aptitude and proficiency in a Microsoft Office Environment

Knowledge/Skills/Abilities

- Proven ability to manage a large number of legal files, conflicting priorities, and competing deadlines
- Outstanding organizational, analytical and problem-solving skills, exceptional time-management skills, and meticulous attention to detail
- Verbal and written communication skills to clearly express ideas in an objective and discretionary manner
- Demonstrated competency and ability to take initiative, to work independently, and follow through on work assignments within tight timeframes
- Demonstrated ability to participate in any file at various stages of the file
- High ethical standards with a strong commitment to maintain confidentiality and treat sensitive information with discretion
- Reflects a positive attitude by engaging, listening, and seeking to understand the needs of all clients
- Provides leadership and support in preparing the office for guests, lunch n' learns, or other events
- Proven ability to deescalate challenging situations effectively when dealing with the public
- Sound judgment and personal and professional integrity
- Demonstrated ability to be efficient and resourceful with a high attention to detail
- Proven ability to multi-task and maintain an effective work environment
- Demonstrated flexibility and adapts readily and effectively to changing and urgent demands
- In depth knowledge of various legal procedures (including but not limited to: civil litigation, human rights matters, judicial review, corporate regulations, etc.)

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- Knowledge of specific areas of legal procedures (including but not limited to: civil litigation, human rights, general corporate and commercial law etc.)
- Knowledge of various University policies, procedures, and guidelines, programs, and resources
- Professional, personable and courteous in working relationships with colleagues, students and external contacts
- Comprehensive understanding of the administrative, academic and governance structures of the University
- Strong analytical and financial skills to assist with budget portfolio, and to review and assess the budget implications of initiatives

Nature and Scope

- **Contacts:** Regular contact with the General Counsel, Office of the President, Vice-President, Academic & Provost, various Vice President positions and other senior administrative leaders, Deans, Chairs/Directors, faculty, students, external counsel, court and tribunal representatives.
- **Level of Responsibility:** This position supports and reports directly to the General Counsel in the administrative operation and efficiency of the LIS office. This position often acts as a point of first contact to triage high profile and time sensitive matters.
- **Decision-Making Authority:** Significant level of responsibility and accountability to provide guidance and problem-solving support to the General Counsel and the LIS office on a wide range of administrative issues involving strategic and operational matters, which may include interpretation of guidelines, policies, and/or procedures or which may require decisions for which no known precedent exists. Often manages highly confidential issues for the office. Provides direct support to General Counsel and assists in monitoring the operating budget of LIS and external legal spend. LIS manages highly complex issues in order to eliminate or mitigate significant reputational risk to the University. Must use professional diplomacy and consistency with discretion for notarial responsibilities with a demonstrated ability to make independent decisions.
- **Physical and Sensory Demands:** This position requires exemplary customer service, sound judgement, strong work ethic, calm demeanour, ability to work under very tight and challenging time constraints, constant interruptions and competing priorities. This position requires a high mental and visual concentration while working at the computer for extended lengths of time maintaining a high attention to detail.
- **Working Environment:** This position is primarily office based, however does require some travel for court related activities, or requirements for other administrative tribunal matters. There is some exposure to disagreeable and frustrated individuals. There is the requirement for extended work hours beyond normal work schedules when deadlines need to be met.