

Job Description

Job Title:	Legal Counsel
Department:	Legal and Immigration Services
Reports To:	General Counsel
Jobs Reporting:	Legal Assistant Provides functional direction to other members of the unit, including Privacy roles
Salary Grade:	USG 17
Effective Date:	May 2023

Primary Purpose

The Legal Counsel represents the Mission and Values of Legal & Immigration Services (LIS). Reporting to General Counsel, the Legal Counsel will provide a full range of legal services and strategic legal guidance to senior leaders, faculties, schools, and administrative units across the institution, in order to manage legal risks, support, and enhance the University of Waterloo's (University) mission.

Incumbents may have expertise in a specific field of law (i.e., Privacy, corporate, employment, etc.).

Key Accountabilities

- Maintains independent carriage of files with oversight of the General Counsel.
- Researches, identifies, and provides updates on case law, legislative requirements and legal trends affecting the University, including drafting memoranda for senior University leadership.
- Identifies legal issues, risks, and develops strategies to mitigate legal risks.
- Consults with the General Counsel on all complex matters prior to giving advice to client departments.
- Drafts and negotiates a variety of partnership agreements between the University and other educational institutions, related to a complex range of University activities (e.g., student placement agreements, student practicum agreements, strategic partnership agreements, and non-binding memoranda of understanding, etc.).
- Provides legal advice on commercial issues, including contract negotiation, drafting, and review (including advising on legal risks and liabilities associated with different commercial arrangements).
- Provides legal advice on administrative law principles related to internal administrative decision-making and processes, including internal tribunals.
- Offers consultation and advice on intellectual property law to a variety of academic and administrative stakeholders, including advice regarding non-disclosure agreements, licensing agreements, information technology, and trademark and copyright issues.
- In consultation with the Privacy Officer, provides legal advice on privacy-related matters.
- Provides legal advice and opinions on all manner of labour and employment matters at the University, including workplace accommodation, occupational health and safety, employment contracts, collective agreement interpretation, discipline, and overall employee and labour relations (including collective bargaining). Issues are often complex with the potential for significant legal, financial, and/or reputational risk.

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- Maintains extensive knowledge of the University's operations which allows for proactive advice to further the University's Strategic Plan, and to protect the University's legal and reputational interests.
- Exercises excellent judgement and discretion in dealing with highly sensitive issues.
- Advises on investigations related to investigations under University Policies and/or arising due to statutory obligations.
- Provides legal advice on University Policies and Policy drafting.
- Supports the development of precedents and workflow practices for routine matters to ensure efficient use of LIS office resources.
- Advises on student accommodation issues, including responsibilities arising under the *Human Rights Code*.
- In collaboration with external counsel, provides advice to the University related to foreign laws which impact the University's operations and international partnerships.
- Provides oversight and direction to LIS administrative staff, including managing internal LIS projects.
- Keep up to date with new legislation and regulations as well as caselaw impacting the post-secondary sector.
- Provides updates and advice on government and ministry directives impacting universities.
- Act as the General Counsel's delegate as necessary.
- Performs other duties as assigned by the General Counsel.

**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

- Bachelor of Laws (LLB), Juris Doctor (JD), or equivalent law degree is required.

Professional Qualifications and Licenses

- Licensed to practice law in Ontario and must be a member in good standing of the Law Society of Ontario.

Experience

- Minimum five (5) years of experience practicing law and providing legal advice to complex organizations.
- Higher education or other public sector experience is an asset.

Knowledge/Skills/Abilities

- Knowledge of legal issues and laws affecting universities.
- Advocacy and negotiation skills, including litigation experience.
- Significant breadth of knowledge related to University operations, including knowledge of University policies, procedures, and guidelines, in order to provide practical legal advice tailored to the University's operational needs and risk appetite.
- Strong critical thinking skills to understand complex fact patterns, identify legal issues and risks, and provide timely advice.
- Demonstrated ability to work independently and resourcefully.
- Proven ability as a strong communicator to deliver advice that is clear and practical, both orally and in writing.
- Ability to collaborate across internal and external boundaries to meet

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common objectives, improve outcomes, and provide exceptional advice.

- Ability to maintain confidentiality and treat sensitive information with discretion.
- Intermediate computer skills in Microsoft Office Suite.

Nature and Scope

- **Contacts:** Acts as legal advisor to, and regularly communicates with, senior administrative leaders, Associate Vice-Presidents, Deans, Chairs/Directors, Associate Secretaries, Human Resources, as well as staff and faculty across the University, and external counsel.
- **Level of Responsibility:** Responsible for providing campus-wide advice to colleagues at all levels, including senior University leaders, on all areas of University operations, including matters with significant legal, financial, reputational, and operational risk.
- **Decision-Making Authority:** Facilitates complex decision-making processes. Determines type and level of information required by General Counsel to support decision-making. Collaborates and seeks input and instructions from the General Counsel regularly.
- **Physical and Sensory Demands:** This position requires prolonged, extensive mental and visual concentration while working on the computer, including drafting advice, reviewing documents for details and accuracy, and conducting legal research. Prolonged listening concentration when soliciting information from clients on issues impacting the University. This position also requires the ability to advocate for the University's position during negotiations. This position often requires work outside regularly scheduled office hours in order to meet deadlines.
- **Working Environment:** This position is primarily office based. This position requires some travel for court and other administrative tribunal appearances, continuing professional development, and professional activities, nationally.