

Senior Director, Legal Operations

Reference number: DVA16J-016918-000003
Selection process number: 16-DVA-EA-WIN-3206

Veterans Affairs Canada - Bureau of Pensions Advocates
Charlottetown (Prince Edward Island)
LC-02
\$124,200 to \$157,500

For further information on the organization, please visit [Veterans Affairs Canada](#)

Closing date: 9 February 2016 - 23:59, Pacific Time ([more on closing date](#))

Who can apply: Persons residing in Canada and Canadian citizens residing abroad.

[Apply online](#)

Duties

The Bureau of Pensions Advocates (BPA) provides advice and representation before the Veterans Review and Appeal Board for Veterans and other eligible clients dissatisfied with decisions rendered with respect to their applications for disability benefits under the legislation administered by Veterans Affairs. Veterans Affairs is headquartered in Charlottetown, where this position is located. The Bureau is composed of two directorates, which work collaboratively: Legal Operations, and Strategic Planning & Support.

Under the supervision of the Executive Director & Chief Pensions Advocates, the Senior Director of Legal Operations will provide leadership to BPA's decentralized Directors across Canada, and to the Appeal Unit lawyers in Charlottetown. The Senior Director of Legal Operations would also provide policy direction and advice on complex legal issues that may arise. In addition, there is a requirement for the incumbent to liaise with the organization's key client groups, including the Canadian Armed Forces, the RCMP, the Royal Canadian Legion and other Veterans organizations, as well as internal organizations such as the Office of the Veterans Ombudsman and the Veterans Review and Appeal Board. For further information on the Bureau, please consult the following link: <http://www.veterans.gc.ca/eng/about-us/organization/bureau-pensions-advocates>

Work environment

At Veterans Affairs Canada, we value our clients' contributions to the development of Canada as a nation and honour the sacrifices they have made in the defence of freedom and the pursuit of world peace. In expressing Canada's gratitude to them, we strive to exemplify the high principles which they have defended.

Intent of the process

The immediate need is to staff 1 (one) position on an indeterminate basis in Charlottetown.

A pool of qualified candidates may be established and may be used to staff similar term and/or permanent positions.

Positions to be filled: 1

Information you must provide

Your résumé.

A covering letter in 9,999 words (maximum) "You must submit, by the closing date, your résumé as well as a covering

letter that clearly demonstrates how you meet the education and experiences outlined in the essential qualifications and the asset qualifications."

You must meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

Eligibility for membership in the Bar of one of the provinces or territories of Canada.

- Significant experience (5 years) representing clients before the Courts or administrative tribunals.
- Extensive, recent experience managing people (3 years of experience within the past 7 years).
- Experience in strategic planning.
- Experience in liaison with stakeholder groups and/or with federal, provincial or international departments/agencies.
- Experience in managing a budget in a work context.

The following will be applied / assessed at a later date (essential for the job)

Bilingual - Imperative (CBC/CBC)

[Information on language requirements](#)

Second Language Writing Skills Self-Assessment

In order to help you decide if you should apply to a bilingual position, an optional self-assessment of your writing skills in your second official language is available for you to take before completing your application.

For more information, please consult:

[Unsupervised Internet Test of Second Language Writing Skills](#)

Management Competencies:

- Uphold integrity and respect
- Create vision and strategy
- Mobilize people
- Achieve results
- Collaborate with partners and stakeholders
- Promote innovation and guide change

* A complete definition of Key Leadership Competencies may be found at the following Website: <http://www.tbs-sct.gc.ca/psm-fpfm/learning-apprentissage/pdps-ppfp/klc-ccl/klcp-pccl-eng.asp>

Other Competencies:

- Ability to write succinctly

The following may be applied / assessed at a later date (may be needed for the job)

- Experience as a member of the Canadian Armed Forces.
- Experience as a member of the RCMP.

In support of achieving a diversified workforce, consideration may be given to candidates self-identifying as belonging to one of the following Employment Equity target groups: Aboriginal Peoples, Persons with a Disability, and Visible Minorities.

Conditions of employment

- Secret Security Clearance.
- Practicing member in good standing of a Provincial or Territorial Bar Association.
- Willing and able to travel to sites across Canada regularly.
- Willingness to work flexible hours for operational requirements.

Other information

Applicants with disabilities: Should you require a technical aid or an alternative method of assessment to ensure an equitable assessment of your qualifications, please indicate so in your application.

Successful candidate(s) must meet and maintain the Conditions of Employment throughout their employment.

Candidates whose applications are retained for further consideration may be required to travel to attend an interview or for the administration of a test. If you are asked to travel in relation to this appointment process, you should direct any questions you have about travel entitlements to the hiring organization, when contacted, and they will provide you with the necessary information.

Interviews may be conducted.

Reference checks may be conducted.

The intention is to communicate with applicants by e-mail for all screening/assessment/notification purposes. Applicants who apply to this selection process must include in their application a valid e-mail address and make sure this address is functional at all times and accepts messages from unknown users.

All job applications must therefore be submitted through the Public Service Resourcing System. Following are some of the benefits associated with applying on-line:

- Applicants can create a profile and a resume that can be used when applying for other processes without having to recreate a new application each time.
- Applicants can modify their application/resume at any time BEFORE the closing date indicated on the job advertisement.
- Applicants can verify the status of their applications, at any time.
- Applicants can be notified electronically of tests or interviews and results.
- For some jobs, applicants will find important information, namely the job questionnaire and a complete statement of merit criteria that are only available when applying on-line.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are [a woman, an Aboriginal person, a person with a disability or a member of a visible minority group](#).

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Preference

Preference will be given to veterans and to Canadian citizens, in that order.

[Information on the preference to veterans](#)

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

Linda Trinh, Human Resources Advisor [Indicate the Selection Process Number in the subject line of your email.]

VAC.ApplicationsFS-DemandesAR.ACC@vac-acc.gc.ca

Apply online

Date modified: 2015-12-17