



Atlantic Central is currently accepting applications for a **Legal Counsel (Contract)**.

**WHO WE ARE:**

We are passionate people committed to top notch customer service and partnering with our credit unions across the Atlantic provinces to enable the Atlantic credit union system and the communities they serve to thrive.

We strive to empower and support the growth of our employees in our team environment and we want YOU to join our team!

**WHAT WE DO:**

Atlantic Central is the trade association for credit unions in Atlantic Canada, with offices in Halifax, Riverview, and Charlottetown. We provide a range of services, leadership and advocacy at the provincial, regional and national levels. Collectively, the 42 credit unions we support are entrusted to manage \$12 billion in mortgages, loans and deposits on behalf of 294,000 Atlantic Canadians.

The company's operations also integrate those of our subsidiary, League Savings and Mortgage Company (LSM), a federally regulated provider of wholesale banking services to credit unions, with assets under administration in excess of \$2 billion. LSM, a trusted credit union partner for over 50 years, is evolving its business model and is expanding into new markets and expected to experience significant growth over the next several years.

**THE POSITION:**

In the role of **Legal Counsel**, you'll report to the Director, Legal & Corporate Services and be responsible for assisting in the management of Legal Services and providing legal, policy and compliance services to Atlantic Central and LSM, including: drafting and reviewing various legal documents; conducting legal and legislative research; providing legal opinions and advice; assisting with the development and maintenance of corporate policies and procedures; assisting with contracts and document management; and providing compliance and provide governance support to the Corporate Secretary.

**RESPONSIBILITIES:**

- Conduct legal research and analysis and provide legal opinions and advice on a variety of issues including the legal feasibility of proposed services and other matters related to the business.
- Draft and/or review legal agreements, resolutions, by-laws and other documents to ensure that our legal interests are appropriately represented and protected.
- Develop and update legal templates and precedents.

- Work with external legal counsel, as necessary, to provide advice.
- Monitor, review and analyze legislation affecting company and system operations. Communicate with and respond to questions regarding legislation. Provide advice and draft provisions relating to a variety of legislative matters pertaining to the operations of financial institutions generally, and the specific operations of Atlantic Central, LSM and the Atlantic credit union system.
- Assist in developing, recommending and managing the Legal Services Department's annual business goals and budget, monitor results, prepare reports, and take action as appropriate.
- Supervise and coordinate the activities of any direct reports.
- Update the compliance management system and compliance review schedules in accordance with current legislation and company procedures and assist with responses to regulatory requests for information.
- Collect and organize corporate and contractual information, and assist with the development, management, and implementation of the legal department filing systems, and company-wide document and contract management systems. Determine document retention periods and assist with the development of document retention programs and policies.
- In consultation with other departments and executive management, identify and recommend areas where corporate policies, procedures and practices require development and where internal policies, procedures and practices can be rolled out to credit unions.
- Assist with research for developing and drafting corporate policies, procedures and practices, legal templates and precedents, in consultation with other departments.
- Assist Corporate Secretary as needed, and assist and back up other members of the Legal Services team as required.
- Complete other projects and duties as assigned.

**LOCATION:**

This position will be based in one of our Halifax, Charlottetown, or Riverview offices, but offers the ability to work remotely as required.

**TRAVEL AND EVENING AND WEEKEND WORK:**

This position requires occasional travel within the Atlantic Provinces and occasional evening and weekend work.

**TO JOIN OUR TEAM:**

As the ideal candidate for this position you will have successfully completed a law degree and be licensed and a member in good standing with the Nova Scotia Barristers' Society, Law Society of

PEI, or Law Society of New Brunswick; and have 3-6 years relevant experience; or have an equivalent combination of training and experience.

**TO BE SUCCESSFUL:**

You are a self-starter with a strong work ethic. You have proven abilities providing sound legal opinions, and assisting with corporate secretarial practices. You demonstrate knowledge and competence in corporate, commercial contract, employment, property and creditor/debtor laws including secured transactions.

You are a strong communicator, both written and verbal which underpin your interpersonal skills, and aptitude for collaboration and negotiation. You're no stranger to working under pressure and are able to effectively manage change. You pride yourself on accuracy, and attention to detail and these qualities are demonstrated in the results you achieve.

**COMPENSATION:**

This is a one-year contract position and is rated a Salary Level CU-9 (\$90,093-\$105,992). Atlantic Central offers a competitive contract benefits package as well as the opportunity to participate in the Performance Sharing Incentive Plan.

Applications will close on **January 16, 2022**.

If this sounds like you, please forward a cover letter describing how your qualifications match the position, with a current résumé and salary expectations (MS Word or PDF format) in confidence to [jobs@aclsm.ca](mailto:jobs@aclsm.ca).

Atlantic Central and League Savings and Mortgage believes a vaccinated population is a vital part of protecting us, our friends, our families and communities from COVID-19 and the developing, fast-moving variants. With this in mind, we require all our employees to be fully vaccinated as a condition of employment, subject to the Company's duty to accommodate under applicable human rights legislation. For clarity, "fully vaccinated" means having the full series of doses or combination of doses of a vaccine approved by Health Canada or applicable provincial health authority, and at least 14 days have passed since the last dose of the full series was received.