

## Open to the Public

### Manager, Registry and Licensing Counsel (Solicitor II)

#### Consumer, Corporate and Financial Services Department of Justice & Public Safety Location - Charlottetown

#### Full-Time Classified Position (Commencing Immediately)

Reporting to the Director of Consumer, Corporate and Financial Services, the Registry and Licensing Counsel is a Solicitor II level position, responsible for managing registry and licensing services for the Division, serving as legislative decision-maker where so appointed, and providing senior legal and policy advice on behalf of the Division.

**Duties will include but not limited to:**

- Maintaining a thorough knowledge and understanding of legislation pertaining to Division licensing and registry service mandates;
- Serving as designated public officer and/or delegated public officer for making applicable administrative decisions pertaining to multiple registry and licensing mandates;
- Serving as Provincial representative for internal and/or interjurisdictional meetings pertaining to multiple registry and licensing mandates;
- Regularly monitoring and assessing, as well as providing legal and policy advice pertaining to multiple registry and licensing mandates;
- Providing formal advice and reporting to Treasury Board, Cabinet and/or their representative committees;
- Supervising and managing applicable staff to ensure delivery of registry and licensing services according to Division standards;
- Addressing escalated complaints, information and assistance requests from the public pertaining to multiple registry and licensing mandates, including filing requirements, information disclosure/stewardship, and licensing suitability matters;
- Managing and overseeing the implementation and maintenance of records management pertaining to multiple registry and licensing mandates;
- Developing and implementing ongoing training, performance management and professional development opportunities for applicable registry and licensing staff;
- Servicing as Departmental/Provincial representative on behalf of the Division when required;
- Other duties as required.

**Minimum Qualifications:**

- Must have a law degree supplemented by extensive experience as a practicing lawyer, preferably in government, corporate and commercial law and/or in the area of regulatory/administrative law.
- Must be a practicing member of the Law Society of Prince Edward Island.
- Must have extensive experience in corporate & commercial legal practice.
- Must have recent considerable experience in legislative policy development in the areas of corporate and commercial law, consumer protection law, and financial services regulation.
- Proven interpersonal, leadership, business management, and communication skills are required, including as a provincial/regional representative at national and/or international meetings/forums.
- A demonstrated ability to develop cohesive and respectful relationships within government and among government partners which will contribute to achieving the goals and objectives of the Department.

**Other Qualifications:**

- Recent experience in corporate registry services and securities/financial services regulation.

**Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The Notification of Successful Candidates list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.**

**Salary Range:** \$52.37 - \$65.46 per hour (Level 25S)  
**Bi-Weekly Hours:** 75 hours bi-weekly  
**Posting Id:** 150599-0322JPPO  
**Closing Date:** Thursday, March 24, 2022 5:00 p.m.

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902-368-4383). IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.gov.pe.ca/jobs](http://www.gov.pe.ca/jobs). Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.