

Open to the Public

Solicitor II

Access and Privacy Services Office Department of Justice & Public Safety Location - Charlottetown

Full-Time Excluded Position (Commencing Immediately)

The function of this position is to provide legal services to Government in relation to its obligations under the *Freedom of Information and Protection of Privacy Act* (the “Act”). The incumbent is required to interpret the *Act*, make recommendations with respect to compliance with the *Act*, draft legal submissions and represent the Government and respondent public bodies in matters before the Information and Privacy Commissioner and the Supreme Court of PEI. The incumbent provides legal support to the Government in matters relating to development and application of privacy policies, education and training programs, and presentations to the legislature and other entities.

Duties include:

- Provide legal advice to all of Government with respect to the administration of and legal obligations arising from the *Freedom of Information and Protection of Privacy Act* (the “Act”);
- Advise heads of public bodies (ie. Deputy Ministers) with respect to a broad range of legal issues related to access to information and privacy, including their legal obligations under the *Act* when responding to access to information requests;
- Provide legal advice to the Access and Privacy Services Office;
- Represent the heads of public bodies before the Information and Privacy Commissioner in proceedings related to their decisions;
- Respond to requests for legal opinions from heads of public bodies, Departments and members of the Access and Privacy Services Office team;
- Gather factual and other information or records from clients;
- Review policy and other documents relating to existing access to information and privacy protocols or practices in PEI and other Canadian jurisdictions;
- Prepare and present education and training seminars and presentations to the Access and Privacy Services Office team as well as to various public bodies;
- Provide legal advice on special projects as required.

Minimum Qualifications:

- Applicant must hold a Law Degree from a recognized post-secondary Law School
- Applicants must have extensive experience as a practising lawyer, either in private practise or in the public sector;
- Applicants must have considerable experience providing legal advice with respect to access to information and protection of privacy legislation;
- Must be a member in good standing of the Law Society of Prince Edward Island;
- Considerable experience representing clients in administrative legal matters;
- Must have strong drafting, analytical and advocacy skills;
- Must possess the ability to work both independently in a self-directed manner and as an effective member of a team;
- Must demonstrate an ability to use legal research databases (Westlaw, CanLII);
- Must have excellent interpersonal, written and oral communication skills.
- Successful candidate must provide proof of a successful Criminal Record Check prior to employment.

Preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement.

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 (25S Excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 153611-0922JPPO
Closing Date: Wednesday, October 5, 2022 at 4:00 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. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.