



Office of the Child and Youth Advocate

Job Description

Legal Counsel and Policy Advisor

The Child and Youth Advocate is an independent officer of the Legislative Assembly pursuant to the *PEI Child and Youth Act* with a mandate to promote and protect the rights of children and youth; and to provide oversight of government funded programs and services to children, youth and their families. Employees of the Office of the Child and Youth Advocate assist the Child and Youth Advocate in carrying out functions under the *PEI Child and Youth Advocate Act* to include: individual and systemic advocacy, individual and systemic reviews and investigations, child and youth engagement, public education and promotion, child and youth serious injury and death reviews and investigations, research and the tabling of public reports.

Position Title: Legal Counsel and Policy Advisor

Job Ref#: LCPA - 1123

Office: Legislative Assembly, Office of the Child and Youth Advocate

Salary Range: Level 25S Excluded (\$109,961 - \$137,456)

Closing Date: Friday, December 15, 2023 4:00 pm

Purpose

The position of Legal Counsel and Policy Advisor provides legal and policy advice on the statutory role and responsibilities of the Child and Youth Advocate pursuant to the *PEI Child and Youth Advocate Act* to include: the examination of relevant legislation, regulations, case law, policies and other legal matters through jurisdictional legislative and jurisprudence scans, literature reviews and other means; participates in identified individual and systemic reviews and investigations of reviewable services; and prepares a range of written communications to support the work of the Office of the Child and Youth Advocate.

Responsibilities

Reporting to the Child and Youth Advocate, the position of Legal Counsel and Policy Advisor is responsible for:

- Providing timely and informed legal advice to the Child and Youth Advocate and staff of the Office of the Child and Youth Advocate on matters of jurisdiction, legal rights and child rights-based analysis as required;
- Conducting legal research to inform administration of the Child and Youth Advocate's role, responsibilities and authority pursuant to the *PEI Child and Youth Advocate Act*;
- Conducting legal research in furtherance of the Child and Youth Advocate rendering advice and recommendations to public bodies and community organizations providing reviewable services to children, youth and their families;
- Providing legal support and advice to the Child and Youth Advocate specific to law and policy reform in the promotion and protection of children's rights;

- Providing legal support/consultation to staff of the Office of the Child and Youth Advocate on individual advocacy, systemic advocacy and child and youth serious injury and death reviews and investigation specific to a child's legal rights and human rights analysis;
- Drafting a child rights analysis in response to policy and legislation consultation requests received by the Office of the Child and Youth Advocate;
- Completing jurisprudence reviews and analysis;
- Completing jurisdictional reviews and analysis;
- Drafting child rights informed reports, submissions, position statements, press releases, and other documents as required;
- Participating in identified individual and systemic reviews and investigations of reviewable services;
- Writing review / investigation plans to include: drafting letters of notification and preparing additional notifications for the Child and Youth Advocate's consideration; identifying issues, methodologies and techniques required to conduct thorough and comprehensive reviews/investigations.
- Ensuring responsibility for due diligence, validation and credibility of identified review/investigation findings;
- Drafting a detailed, concise, evidence-informed and factual written analysis of findings resulting from identified reviews/investigations within a child rights framework, as demonstrated with a well-reasoned critical analysis and objective assessment of the evidence;
- Presenting written and oral legal arguments as required;
- Managing witness interviews;
- Drafting legal documents as required;
- Providing internal office lead responsibility in support of mandatory five-year review cycle of the PEI *Child and Youth Advocate Act*;
- Providing internal office lead responsibility in assessing how best to provide independent legal representation to children in child protection matters and facilitating such legal representation, as appropriate;
- Participating, as required, in meetings with reviewable service representatives;
- Participating, as required, in inter-jurisdictional initiatives and liaising with other appropriate authorities;
- Working respectfully and efficiently, both independently and collaboratively, within a child rights-based team environment;
- Providing professional development and public education on the role and function of the Office of the Child and Youth Advocate, the United Nations Convention on the Rights of the Child; and the United Nations Declaration on the Rights of Indigenous Peoples as it affects children and youth, as required; and
- Such other duties as required.

Note:

This job description reflects the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the position.

Qualifications

- An LL.B. or J.D. from a recognized law school, with a minimum of 5 years' practice experience with preference given to family law and/or child and youth law;
- Experience in interviewing children, family members and/or service providers;
- Experience in participating in reviews or investigations and analysis of relevant issues;
- Knowledge of child rights practices, emerging trends, progressive policy and practice developments provincially, nationally and internationally;
- Strong organizational and analytical skills, including the ability to interpret, analyze and evaluate legislation, policy and reviewable services;
- Superior ability to effectively communicate verbally and in writing with a wide range of audiences;
- Ability to effectively summarize large volumes of knowledge and identify trends resulting from data/information/evidence analysis;
- Ability to develop and maintain effective working relationships with a wide range of audiences, including the ability to maintain an unbiased, impartial and non-confrontational stance at all times;
- Knowledge of the PEI *Child and Youth Advocate Act*, the United Nations Convention on the Rights of the Child, the United Nations Declaration on the Rights of Indigenous Peoples, as it affects children and youth, the *Canadian Charter of Rights and Freedoms* and relevant PEI legislation related to children and youth;
- An understanding of ethical practice, including the application of the principles of administrative fairness in the conduct of reviews and investigations;
- Excellent time management and follow-up/monitoring skills;
- Ability to analyze and solve problems effectively and lead multiple projects or tasks; and
- Ability to contribute to an organizational culture of excellence, ethical and respectful behaviour.

Conditions of Employment

- Member, or eligible to become a member after moving to Prince Edward Island, in good standing of the Law Society of Prince Edward Island;
- Legally entitled to work in Canada;

- Possess a valid driver's license, have access to a vehicle and be willing to travel throughout Prince Edward Island, as required;
- Willing to work on a flexible work schedule, including working outside of standard office hours, as required; and
- Provide a satisfactory Criminal Record Check, Child Protection Record Check, and Vulnerable Sector Check.

This is a permanent full-time position. The successful applicant is required to reside in Prince Edward Island and work in-person in the office on a full-time basis.

All employees of the Office of the Child and Youth Advocate must provide professional and non-partisan public service, independent from government and community organizations, and free from political influence.

Compensation and Benefits

Full-time Permanent
Level 25S Excluded (\$109,961 - \$137,456)
Commensurate with education and related experience
Health Benefits and other discretionary benefits

Application Closing Date

Friday, December 15, 2023 at 4:00 pm (ADT)

How to Apply

When applying to this position, please indicate the job reference number and position title in the subject line. Your cover letter and resume must clearly indicate how you meet the qualifications. We thank all who apply and advise that only those selected for further consideration will be contacted.

Please send your cover letter and resume in one attachment, in either Word or PDF format to:

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119 Kent Street
Charlottetown, PE C1A 1N3
Email: voiceforchildren@ocyapei.ca