

Open to The Public **Legislative Counsel**

Department of Justice & Public Safety
Location - Charlottetown

Full-Time Excluded Position **(Commencing Immediately)**

The Department of Justice and Public Safety is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#)

The purpose of this position is to provide legislative drafting services to the Government and provide legislative, legal and parliamentary law advice to the Policy Officers, Legislative Coordinators, Directors, Deputy Ministers and Ministers of the Government.

Duties include:

- Draft legislation of the Province of Prince Edward Island and Bills required by the Government in any area of Provincial authority;
- Attend the meetings of the Cabinet Committee on Policy and Priorities and report on the legislative work in progress, which could include: provide legislative and legal advice and support to the Committee at its weekly meetings, review the instructions and later the completed legislation, submitted by Departments for the approval of the Committee, and assist the Committee in the preparation and prioritization of the Government's legislative agenda;
- Distributing the laws of the Province of Prince Edward Island by the preparation of regulations for publishing, the preparation of the annual volume of statutes, the publication of the Index of Private Acts, and the maintenance of the Government's Legislation website;
- Providing legal advice to Government Officials including: Policy Officers, Directors, and Deputy Ministers, on issues relating to the preparation, enactment, interpretation and validity of legislation
- Responding to inquiries and providing assistance to the Bar and the public on the law of the Province of Prince Edward Island; and
- Other related duties as required.

Minimum Qualifications:

- Applicants must have a Law Degree from a recognized university and be eligible for membership with the Law Society of Prince Edward Island.
- Drafting experience in a Provincial or Federal Legislative Counsel Office is preferred.
- Knowledge of Statutes, Regulations, Principles of Statutory Interpretation and Administrative, Constitutional and Parliamentary Law is required.
- Must have strong analytical, research, and writing skills as well as good typing and word processing skills.
- An ability to cope with the stress of tight deadlines and a physical capacity for and commitment to meeting significant overtime requirements.
- The successful applicant will be required to provide proof of an acceptable criminal records check.

Other Qualifications

- A diploma in legislative drafting from a recognized university would be considered an asset.
- Experience in attending as an expert witness before Parliamentary or Assembly Committees and Cabinet Committees would be considered an asset.

Please 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.

This competition may be used to fill future vacancies.

Salary Range: \$56.39 – \$70.49 per hour (Level 25S Excluded) (\$109,961 - \$137,456 Annually)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 161436-0224JPPO
Closing Date: Tuesday, March 12, 2024 at 5:00pm

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return application forms to the PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902)368-4383. **DUE TO THE FACT THAT RECEIPT OF ANY APPLICATIONS BY FAX CANNOT BE GAURANTEED, APPLICANTS TRANSMITTING THEIR APPLICATION BY FAX MAY WISH TO CONFIRM RECEIPT BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting I.D. number is stated on the application forms. You can apply online or obtain an application form by visiting our website at www.jobspei.ca Forms may also be obtained by contacting and PEI Government Office, ACCESS PEI Centre, Regional Services Centre, or by telephoning 368-4080.