



Director of Legal Aid (Solicitor)

Department: Justice and Public Safety

Location: Charlottetown

Position: Full-Time Permanent (Commencing Immediately)

Employment Type: Excluded

Hourly Salary Range: \$70.07 - \$87.56

Annual Salary Range: \$136,637.00 - \$170,742.00

Pay Level: 29S

Bi-Weekly Hours: 75.0 hours bi-weekly

Posting ID: 162554-0524JPP0

Closing Date: Wednesday, May 22, 2024 5:00 p.m.

Open to: Public

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](#).

Reporting to the Deputy Attorney General the Director of Legal Aid advises the Provincial Government on legal aid policy; directs and manages the delivery of legal aid services by staff and private sector lawyers; provides legal representation and advice as senior counsel; and represents the Province at the officials level, in FPT legal aid discussions and funding negotiations.

Duties will include but are not limited to:

- Reporting to the Deputy Minister on access to justice issues, legal aid policy, structure of the Legal Aid Program, the need for legal assistance, and the delivery of legal services by staff and private sector lawyers;
- Representing the Province at the official's level on the FPT Permanent Working Group (PWG) on Legal Aid;
- Representing the Province on the PWG in cost-sharing negotiations and the development of national legal aid policy; justice statistics; and submission of federal-provincial financial claims;
- Directing and managing the delivery of legal aid services by staff and private sector lawyers;
- Serving as senior counsel in case consultations and legal analysis of requests for assistance, especially in complex and high cost cases; and
- Providing direct legal representation and assistance to clients. As a senior lawyer in the program, serve as appellant counsel on all staff lawyer appeals to the Court of Appeal and

review all applications for appeal funding for legal aid cases handled by private counsel.

Minimum Qualifications:

- Applicant must have graduated with a law degree from a recognized school of law.
- Membership or eligibility for membership in the Law Society of Prince Edward Island, with at least ten years of active practice.
- Extensive professional practice experience in criminal or family law, preferably both.
- Ability to effectively and efficiently manage or conduct complex and high cost cases in the areas of criminal, and family or civil law covered by the Legal Aid Program.
- Knowledge and experience to assess and evaluate the merit of requests by legal aid applicants for private counsel funding, or staff lawyer representation, to appeal court decisions to a higher court.
- Knowledge of provincial and federal government processes and institutions.
- Knowledge of the legal aid landscape in Canada, including program structure, methods of service delivery, and coverage and eligibility.
- Knowledge of the principles of budget preparation, data collection, and performance evaluation.
- Competence in team building, strategic planning, and organizational management.
- Strong interpersonal skills, and oral and written capability.
- Ability to effectively communicate with a wide range of stakeholders and to demonstrate sensitivity to diverse perspectives and priorities.
- Successful Candidate must provide a Criminal Record Check prior to starting employment.

This competition may be used to fill future job vacancies.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, 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.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

No. 6 on Forbes' list of Canada's Best Employers 2024

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

SHAPE THE
Future