

OPEN TO THE PUBLIC
DIRECTOR OF FAMILY LAW AND COURT SERVICES

JUSTICE & PUBLIC SAFETY
LOCATION – CHARLOTTETOWN

FULL-TIME EXCLUDED POSITION
(Commencing Immediately)

This is a senior management and professional legal position reporting to the Deputy Minister and Deputy Attorney General. This position is responsible for the overall management and leadership of the Family Law and Court Services division. The Director will provide leadership and strategic direction to the following sections: Family Law, Office of the Public Trustee, Public and Official Guardian, and Court Services.

Duties will include:

- Directing, organizing and coordinating legal and administrative functions of the Family Law and Court Services Division, including overseeing Court Services, Judicial Services and Sheriff Services for all levels of Court;
- Providing overall leadership to the Family Law Section, comprised of the Maintenance Enforcement Program, the Child Support Guidelines Office, the Administrative Recalculation Office, the Parent Education Program, and the Family Court Counselors Office, including Mediation Services;
- Leading all matters of court administration, court security and the delivery and harmonization of court and judicial administration processes to support an effective justice system;
- Overseeing the expanding Office of the Public Trustee, Public and Official Guardian, including the extensive revision of legislation related to the increasing number of clients requiring guardianship under the *Mental Health Act*;
- Leading strategic planning processes for the division by developing policies and programs to respond to changes in legislation, demographics and client needs;
- Advising the Attorney General, Deputy Attorney General and senior management on complex legal matters.

Minimum Qualifications:

- Applicants must have a Law Degree supplemented by extensive experience as a practicing lawyer, preferably in government or in the area of public law;
- Must have extensive experience in management/supervision;
- Must be a practicing member of the Law Society of Prince Edward Island (or eligible for practicing membership);
- Proven interpersonal, leadership, business management, and communication skills are required
- Must have extensive experience in developing policy and/or legislation;
- A demonstrated ability to develop cohesive and respectful relationships within government and among government partners, and the judiciary which will contribute to achieving the goals and objectives of the Department.

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.

Salary Range: \$54.17 - \$67.72 per hour (Level 29 excluded)

Bi-Weekly Hours: 75.0 hours bi-weekly

Posting ID: 128946-0417JPPI

Closing Date: Wednesday, April 26, 2017 **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. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.