



Deputy Director, Prosecutions

Department: Justice and Public Safety

Location: Charlottetown

Position: One (1) Full Time (Commencing Immediately)

Employment Type: [Permanent](#) - Excluded

Hourly Salary Range: \$67.55 - \$84.48

Annual Salary Range: \$131,723 - \$164,736

Pay Level: 28S Excluded

Bi-Weekly Hours: 75.0 hours bi-weekly

Posting ID: 165954-1224JPPO

Closing Date: Tuesday, December 31, 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](#).

What we offer:

- Flexible working hours
- Hybrid options within PEI
- Employer-paid health and dental benefits
- Pension Plan
- Up to \$2,500 annual training funds
- Four (4) weeks paid vacation annually

This position will assist the Director by ensuring that prosecutions conducted by Crown Attorneys employed by the Crown's Office are fairly and effectively prosecuted and that Crown Attorneys are provided with the necessary tools to carry out their functions. Prosecution Service has responsibility for all prosecutions within the jurisdiction of the Attorney General which includes all Criminal Code prosecutions and numerous prosecutions under a variety of provincial enactments.

Duties will include but are not limited to:

- Act as a leader and mentor to the Senior Crowns and Crown Attorneys;
- Provide guidance of application, interpretation of applicable Provincial and Federal

- legislation, regulations, policies and procedures;
- Conduct prosecutions on behalf of the Attorney General of PEI;
- Advise the Director regarding significant operational, human resources or facilities matters;
- Assist in the preparation of the annual budget and oversee, manage and monitor expenditures and budget reports in adherence to budgetary parameters, engaging with functional services as needed;
- Act as Crown on Coroner Inquests as needed;
- Consult with Legal Services, Court Services, Corrections and Community Services on evolving issues;
- Representative for prosecution service on the Uniform Law Conference Commission – criminal section, National Flagging Committee, Provincial High-Risk Offender Committee, Victims of Family Violence Steering Committee, and coordinate police training on various topic included domestic violence and intimate partner violence;
- Act as the Director of Prosecutions when required; and
- Other related duties as required

Minimum Qualifications:

- Must have a law degree from a recognized university and be a member in good standing with the Prince Edward Island Bar Law Society.
- Must have Ten (10) years as a lawyer, with extensive experience as a Crown Attorney with supervisory experience.
- The successful applicant must provide a satisfactory criminal record check with Vulnerable Sector Screening prior to beginning employment.

Other Qualifications:

- Extensive knowledge and experience in criminal litigation plus a high degree of competence in all areas of substantive and procedural criminal law, including the Canadian Charter of Rights and Freedoms.
- Supervisory experience to supervise Crown Attorneys and support staff in relation to legal, operational, administrative and human resource matters.
- Excellent human relation skills in communicating with and motivating Crown Attorneys and support staff and in liaising with police officers, the media, witnesses and members of the public.
- Must have organizational skills in balancing the conduct of prosecutions and the demands of managerial functions.
- Ability to work cooperatively with other components of the criminal justice system.
- Extensive knowledge of the administrative and operational policies of the Crown Attorneys' Office.
- Communication and media relation skills.

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