



## 169044 - Director of Family Law & Court Services - Department of Justice and Public Safety - Permanent

Government of PEI

📍 Charlottetown, Prince Edward Island

👤 1 Position available

📅 Expires on: July 8, 2025

### JOB DESCRIPTION

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](#).

This is a senior management and professional position reporting to the Deputy Minister. This position is responsible for the overall management and leadership of the Family Law Centre and Court Services division. The Director will provide leadership and strategic direction to the Family Law, Public Guardian/ trustee's office and the Court Service.

#### Duties will include but are not limited to:

- 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;
- 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;
- Advising the Attorney General, Deputy Minister and senior management on legal matters;
- Leading the strategic planning for the division by developing policies and programs to respond to changes in legislation, demographics and client needs;
- Overseeing the functions of the Prothonotary of the Supreme Court, which includes the exercise of judicial functions as prescribed by the Rules of Court
- Proposing initiatives, working to support developments and contributing to decisions that serve to enhance the sound, effective and timely administration of justice;
- Developing innovative, cost-effective ways to deliver programs and services to meet the evolving needs of clients and the public by building capacity and sustaining momentum in change initiatives.

#### Minimum Qualifications:

- Must have a Law Degree with experience as a practicing lawyer. Preferably in government or in the area of public law;
- Must have experience in management/ supervision;
- Should have senior legal management experience in the public law;

- Job type:  
Permanent / Full-time
- Work shifts:  
Day
- Work schedule:  
37.5 hrs/week
- Work location:  
On site
- Salary:  
\$138,684.00 - \$173,297.00 CAD  
Yearly

#### Additional information

- Job Opening ID:  
• 169044
- Department:  
• Justice and Public Safety
- Location:  
• Sir Louis Henry Davies Law Court ,  
Charlottetown
- Pay Level:  
• 29S
- Hourly Salary Range:  
• \$71.12 - \$88.87
- Employment Type:  
• Permanent
- Employment Percentage:  
• 100
- Closing Date:  
• Tuesday , July 8, 2025 4:00 p.m.
- Open To:  
• Public

- A practicing member of the Law Society of Prince Edward Island;
- Proven interpersonal, leadership, business management and communication skills are required;
- Must have experience in developing policy and/ or legislation;
- A demonstrated ability to develop cohesive and respectful relationships within government, 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. 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](http://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.***

Union:

- Excluded

#### Required documents

- ✓ Resume

#### Optional documents

- ✓ Cover Letter

Work Permit - If you are not a Canadian citizen or permanent

- ✓ resident, please upload a copy of your valid work permit confirming your authorization to work in Canada.

- ✓ Other

Certifications - If you hold any of the required or preferred certifications mentioned in the job posting, please upload them here

- ✓ International Education - If you earned your credentials outside of Canada, please upload any International Education Credential Recognition documents you have

## BENEFITS



4 weeks paid vacation annually



Employer-paid health and dental benefits



Up to \$2,500 annual training funds



Employee assistance program



Pension Plan