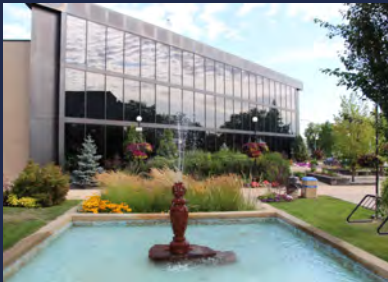




**WE ARE HIRING!**

# **Manager of Legal Services**



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Looking for an opportunity to expand your legal career in a progressive community?

The City of Brandon is looking for a motivated legal professional to join our Legislative Services team and oversee the Legal Services department.

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**Apply today at**

**[JOBANK.BRANDON.CA](http://JOBANK.BRANDON.CA)**

# Manager of Legal Services



- Working in a collaborative environment, the Manager of Legal Services supports the needs of City departments, the City Manager, and Mayor and Council in the delivery of corporate goals and objectives.
- Acts as a resource and is responsible for the ongoing progress of departmental and individual goals and objectives inclusive of corresponding strategies and related financial implications.
- Ensures compliance with all laws and regulations that apply to the City Corporation and promotes legal compliance and risk management best practices throughout City departments.
- This opportunity includes a manageable workload expectation and work-life balance initiatives.



Contact Info  
204-729-2240

Apply Online  
[jobbank.brandon.ca](http://jobbank.brandon.ca)

# Manager of Legal Services



## PURPOSE OF POSITION

The Manager supports Legislative Services as well as City Manager, and Mayor and Council in the delivery of corporate goals and objectives. This position supports the efficient and effective delivery of legal and legislative administrative duties to various departments. The Manager provides support in areas such as corporate /commercial transactions and related negotiations, procurement and land development, and real estate matters. The Manager coordinates external legal matters with counsel acting on the City's behalf in litigation, by-law prosecution and administrative law matters. It also includes the supervision of the Legal Clerk and the By-Law Compliance Clerk.

## WHAT DOES THE POSITION OFFER YOU?

- Creating a vision in keeping with the City's core values
- Progressive training and internal succession opportunities
- An organization that lives it's values of Building and Serving Community with PRIDE (Professionalism, Respect, Integrity, Diversity and Excellence)
- Being part of a multi-cultural organization
- Defined benefits pension plan and benefits package

## MANDATORY EDUCATION AND EXPERIENCE:

- Graduation from an accredited post-secondary institution in the areas of legal administration, public administration, business administration, political science, social science, or a related disciplined (preferred). Equivalences will be considered;
- Knowledge of modern legal procedures and terminology; general legal principals and application, various legal document formats and presentations;
- Hold and maintain a valid Class 5 Province of Manitoba Driver's License.

## PREFERRED EDUCATION AND EXPERIENCE:

- Two to five years' experience in work that involves research/legal analysis, and agreement development;
- Experience in contract administration;
- Work experience in a government environment would be an asset;
- An equivalent combination of education and experience may be considered.

# Manager of Legal Services



## **YOUR SKILLS INCLUDE**

- Must possess excellent analytical and interpersonal skills and above average organizational and time management skills;
- Ability to interpret legislation and research precedents, analyze evidence and provide opinions, and make recommendations;
- Ability to identify complex legal matters that require external or specialized legal services and liaise between departments and external counsel to manage on-going legal matters;
- Demonstrated initiative to independently plan, organize, and prioritize workload leading to successful implementation of comprehensive programs in a constantly changing dynamic environment;
- Proven leadership skills including a demonstrated expertise in tact, persuasion, and discretion.
- Advanced computer skills including word processing, spreadsheets, presentation and research application software;
- Considerable knowledge of the policies, principles and regulations governing municipal activities and municipal organizations;
- Functional knowledge of the City's divisions, departments, roles and responsibilities;
- Ability to liaise with members of City Council, administration and intergovernmental agencies and organizations, external legal counsel, and build relationships and partnerships;
- Ability to communicate effectively in written, oral and graphic form and to conduct presentations;
- Excellent negotiating and drafting skills;
- Ability to communicate complex legal issues and risks in terms that colleagues can comprehend;
- Ability to manage multiple priorities and projects;
- Ability to respond to changing priorities with little notice;
- Ability to quickly understand and interpret complex legislation and technical information;
- Ability to perform work both independently and in a team setting.

# Manager of Legal Services



## Competition # 230134

Please apply with a cover letter and resume online at [jobbank.brandon.ca](http://jobbank.brandon.ca).

**Posted on: December 12 2023**

Applications will be accepted until **11:59 pm on December 28, 2023.**

## Position Conditions:

This is a full-time, permanent position of 36.25 hours per week.

## Rate of Pay:

\$86,707.70 - \$93,552.35 – 2023 Annual Rates

**For complete position details and requirements see the Job Description on the [City of Brandon website](#).**

*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.*

***Serving and Building Community!***



# What does Brandon have to offer?



Brandon consistently ranks in the Top 10 best places to live and is the 6th sunniest city in Canada. Cottage country is as close as 20 minutes, with renowned Riding Mountain National Park and Wasagaming resort area within an hour. World-class hiking and mountain biking opportunities are also within 20 minutes.

Brandon has the third most affordable housing in the country when comparing salaries to housing costs (REMAX 2022).

Rich in culture, rarely does a weekend go by without a community gathering, theatre play, concert, or event. The community has a full-service auditorium and Manitoba's largest indoor event centre.

As Western Manitoba's industrial and commercial hub, there are many restaurants, retail shopping stores and employment opportunities.

Home to a university and a major college, education opportunities are abundant.

Brandon is a vibrant and culturally diverse community boasting active immigration from all corners of the world.

Maximum in-city commute of 12 minutes makes going home for lunch or attending your children's school celebrations or activities easy.

Contact Info

**204-729-2240**

Apply Online

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# What does Brandon have to offer?



Brandon has a reputation as a sports oriented city bolstered by a WHL hockey team and a high-performance hockey academy.

Whatever the season, there are a multitude of recreational options ranging from casual to organized to professional. Winter sports are aplenty and include snowmobiling, ice fishing, cross country skiing and snowshoeing. The Assiniboine River stretches 17 km through Brandon and is ideal for canoeing, water sports, fishing and picnics.

Brandon is strategically located to facilitate quick visits to the capital city home to an NHL hockey franchise, CFL football team, and major concert events, one hour to the USA border, and countless parks, forests, rivers and lakes.

We encourage you to dig a little deeper into what makes Brandon so welcoming by visiting [economicdevelopmentbrandon.com/live](http://economicdevelopmentbrandon.com/live).

We are confident that you will agree, “You Belong in Brandon”.

