

EMPLOYMENT OPPORTUNITY NOTICE EO17-174 TO EO17-175

THE CITY OF GREATER SUDBURY

requires

ASSISTANT SOLICITOR (2) REPORTING LOCATION: TOM DAVIES SQUARE

PERMANENT POSITIONS

START DATE TO FOLLOW SELECTION PROCESS

The Legal Services Section, Legislative Services Division, Corporate Services Department of the City of Greater Sudbury, requires two (2) Assistant Solicitor(s). The successful candidates must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$4,057.79 to \$4,775.05 bi-weekly.

QUALIFICATIONS:

EDUCATION AND TRAINING:

Successful completion of a LL.B. Degree from a recognized University with Canadian accreditation.
Possession and maintenance of a License to practice law in Ontario, and a Member in good standing of the Law Society of Upper Canada.
Additional education initiatives to update and expand competencies.

EXPERIENCE:

At least three (3) years of responsible and directly related experience in Municipal Law or related field.

KNOWLEDGE OF:

CGS's priorities.
Applicable legislation and related regulations.
Current and emerging management issues within CGS as they affect Legal Services.
Best practices within areas of responsibility.
Horizontal linkages to other relevant governmental levels and services as well as the private sector.

ABILITIES TO:

Understand and meet the needs of customers.
Balance conflicting demands from stakeholders.
Manage conflict; mediate disputes; assist in reaching consensus.

P.O. Box 5000, STN A
200 Brady Street
Sudbury ON P3A 5P3

C.P. 5000, succ. A
200, rue Brady
Sudbury ON P3A 5P3

705.671.2489
705.673.3094 (Fax)

www.greatersudbury.ca
www.grandsudbury.ca

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ASSISTANT SOLICITOR (2)
(PERMANENT POSITIONS)**

PERSONAL SUITABILITY:

Mental and physical fitness to perform essential job functions.

LANGUAGE:

Excellent use of English; verbally and in writing.
French verbal skills highly desirable; written skills an asset.

OTHER:

Physical capability to operate a vehicle safely, possession of a valid driver's licence, have an acceptable driving record, will be considered an asset.

MAIN FUNCTION: Reporting to the City Solicitor, carry out the general practice of law exclusively on behalf of CGS.

DUTIES: UNDER THE GENERAL DIRECTION OF THE CITY SOLICITOR:

1. Attend meetings of Council, Committees of Council, Ad-Hoc Committees, City of Greater Sudbury Police Services Board, Development Corporation meetings, as required.
2. Conduct legal research, prepare reports and provide legal advice and opinions (both verbal and written) to Council, its Committees, Corporations, local Boards and to staff at all levels, as directed.
3. Provide information and assistance to individual Members of Council concerning legal matters, as requested.
4. Draft and review by-laws, agreements, contracts, tenders, and other legal documents required to carry out the business of CGS.
5. Develop and implement, in conjunction with other staff, contracts/agreements and tender administration procedures.
6. Handle real estate transactions, including expropriations, purchases, sales, leases and other dealings in land.
7. Conduct litigation or direct legal counsel in relation to various tribunal and court proceedings.
8. Assist in the management and resolutions of claims, disputes and issues affecting the City of Greater Sudbury, local Boards and Corporations with a view to avoiding litigation.
9. Review legislation, regulations, City of Greater Sudbury by-laws and policies and Court decisions, and inform Council and Staff of proposed changes and resulting impact, and provide direction concerning procedures accordingly.
10. Provide assistance to the City, local Boards and Corporations in relation to the collection, use and disclosure of information.
11. Oversee, direct and train legal secretaries and law clerks.
12. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
13. Perform other related duties as required.

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LEADERSHIP COMPETENCIES:

Tactical Implementation- Non Supervisory (II)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, "think outside the box", go beyond the conventional, and explore creative uses of resources.	4	Takes action to innovate
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	3	Develops alternatives before making complex decisions
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one's area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	3	Monitors and improves quality of customer service
Impact and Influence	Persuade, convince, influence or gain the commitment of others to get them to accept a point of view, adopt a specific direction, commit to an idea, or take a course of action.	3	Uses customized influence strategies
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one's own and other organizations.	3	Understands climate and culture
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	4	Plans and executes broad implementation efforts
Aligning People & Teams			
Building Partnerships	Build and maintain reciprocal, strategic relationships with networks of internal and external stakeholders.	3	Builds a local network for business benefit
Enhancing Personal Effectiveness			
Commitment to Continuous Learning	Continuously develop and enhance one's own and others' personal and professional skills, knowledge and abilities.	4	Models a learning orientation
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	3	Adapts approach
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	4	Makes insightful assessments
Managerial Courage/Integrity	Acting with integrity, ensuring one's actions are consistent with City of Greater Sudbury's values and expectations.	3	Is honest and candid with managers, peers or external parties
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	4	Demonstrates resilience

For more information on leadership competencies, please refer to our website: www.greatersudbury.ca/jobs

Qualified candidates should submit their résumé in confidence by **MONDAY, MAY 1ST, 2017 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO17-174 TO EO17-175**) on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.