

Director of Legal Services & City Solicitor

Department: Legal Services

Designated Work Location: 185 King Street

Position Type: Permanent, Full-time

Salary: \$172,446.23-\$251,766.28 annually

Posting No: 125653

Closing Date: March 31, 2025

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a respectful, diverse, safe, and healthy workplace where our employees can thrive and achieve their full potential.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

As one of Manitoba's largest employers, the City of Winnipeg is seeking its next City Solicitor (Director of Legal Services) to lead and develop the Legal Services Department. This role will be a fantastic opportunity for the legal and business executive who has significant people leadership and stakeholder engagement skills and who enjoys working and advising on a wide variety of issues.

Reporting to the Chief Administrative Officer, and as a member of the Senior Management Team, the Director of Legal Services and City Solicitor is the legal officer for the City of Winnipeg and will provide strong leadership and management to a team of solicitors providing legal advice and services to support city operations, as well as the Mayor, City Council, committees, City boards and commissions. This important role to the City of Winnipeg will define, develop and deliver programs and services responsive to the needs of City Council and the City's business units.

As the Director of Legal Services and City Solicitor, you will:

1. Ensure the provision of legal services, advice, and guidance to boards and officials that constitute civic government, including the Mayor, City Council, City boards and commissions.
2. Manage the provision of legal advice and legal representation in the areas of property law, litigation and prosecutions, preventive law, risk management claims, legislation, contracts, commercial transactions, human rights, indigenous relations and labour and employment law.
3. Provide leadership, guidance and direction to a team of solicitors and support staff.
4. Develop systems and methods for the provision of systematic and timely legal and procedural advice.
5. Develop, maintain, and implement a system of performance measurement.
6. Develop and manage the operating budget for the Legal Services Department, ensuring ongoing effective budget management and control of the department.

Your education and qualifications include:

1. A Bachelor of Laws degree (LLB) or Juris Doctor (J.D.).
2. Minimum 15 years legal experience in the public or private sector.
3. Extensive experience at the senior management level providing strategic advice and innovative solutions to executive leaders on politically sensitive issues
4. Experience in municipal, corporate, litigation, labour, employment, human rights, indigenous and/or commercial law at progressively more responsible levels.
5. Experience in developing and implementing policies, programs and procedures.
6. Proven hands-on experience in financial management, budgeting, operations and strategic planning.
7. Strong business & political acumen with significant experience in engaging and collaborating with multiple levels of internal and external stakeholders.
8. Superior communication skills, both written and verbal, with a strong emphasis on handling sensitive issues and concerns. Ability to communicate with stakeholders at all levels of the organization.
9. Project and/or business planning experience as an asset.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://www.canalliance.org/en/) <https://www.canalliance.org/en/> at application.

Conditions of employment:

- The successful candidate must maintain legal eligibility to work in Canada. If the successful candidate possesses a work permit, it is their responsibility to ensure the permit remains valid.
- A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense. To obtain Police Information Check information please visit www.winnipeg.ca/police.
- A member in good standing, or entitled to be a member of, the Law Society of Manitoba.

APPLY ONLINE, including all documentation listed below:

1. Current resume AND/OR Application Form (**Required**).
2. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact [311](#).

Hours of Work: 8:30am – 4:30pm

Employee Group: Senior Management

Position Reports To: Chief Administrative Officer

Only candidates selected for interviews will be contacted.