
**NUNAVUT EMPLOYEES UNION
JOB DESCRIPTION**

Part 1 – Identifying data

Position title: Legal Director (Excluded)

Supervisor's title: Executive Director

Location: Iqaluit, Nunavut

Part 2 – Summary of Position

Under the direction of Executive Director, the Legal Director provides legal advice and representation to NEU, the NEU President and NEU membership. They also provide legal support and guidance to other NEU staff.

Part 3 – Duties and Responsibilities

- Provides legal advice and representation including researching legal precedents, case law, and gathering evidence and pleading cases on behalf of NEU and NEU members.
- Drafting, reviewing, amending, and approving legal submissions.
- Represents the NEU at court proceedings and hearings.
- May be asked to make presentations to the NEU Board of Directors.
- Provides legal advice and guidance to NEU, the NEU President and NEU staff.
- Supervises Labour Relations Officers and other staff as directed.
- Responsible for imposing discipline as required.
- Reviews and analyses potential cases for judicial review.
- Prepares responses to queries and complaints regarding legal services and drafts NEU submissions to various administrative bodies and employers.
- Responsible for drafting new NEU policies, by-laws, and regulations).
- Participates on internal and external committees that require legal expertise or interpretation.
- Other duties as assigned by the Executive Director.

Part 4 - Contacts

Executive Director	<ul style="list-style-type: none">• To receive direction and assignments• To provide updates on on-going cases, submissions and possible legal intervention
President and Executive	<ul style="list-style-type: none">• To provide updates on-going cases, submissions and possible legal intervention
Membership	<ul style="list-style-type: none">• To provide advice and guidance on legal issues under the direction of the Executive Director
Colleagues	<ul style="list-style-type: none">• To share knowledge and experience and provide advice and guidance on legal issues
Employers	<ul style="list-style-type: none">• To interact on legal issues
PSAC	<ul style="list-style-type: none">• To coordinate legal initiatives with PSAC Legal Office as required

Part 5 – Specific Accountabilities

The Legal Director is responsible for legal advice and representation to NEU, the NEU President and NEU membership. They also provide legal support and guidance to other NEU staff and supervise the Labour Relations Officers.

Part 6 – Qualifications and Competencies

Qualifications

- A law degree from a recognized university, been called to the bar and be a member in good standing of a recognized law society
- Must be able to practice law in Nunavut and attend court hearings.
- Excellent oral and written communication skills
- Ability to recognize, analyze and solve legal problems
- Good knowledge of NEU/ PSAC programs and policies and human rights and labour legislation
- Knowledge of the labour movement and socio-economic issues and social justice movements
- Strong commitment to and understanding of labour, equity and social justice principles
- Demonstrated conflict resolution capabilities

- Well-developed interpersonal skills, tact, sound judgment
 - Demonstrated initiative and ability to work under pressure.
 - Ability to respond quickly in a dynamic and changing environment
 - Maturity and ability to exercise tact, diplomacy, discretion and confidentiality
 - Ability to multitask and work on multiple concurrent deadlines
 - Ability to work with minimum of supervision
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Part 7 - Working Environment

- Regular interaction with other NEU National President and staff
 - Interaction with NEU members as required
 - Regular interaction with legal representatives of employers and local, regional, territorial government representatives
 - Regular interaction with boards and tribunals
 - Working with upset or angry individuals
 - Averaging of hours required, with regular evening and weekend work
 - Attendance to numerous deadlines and priorities required
 - Operation of desktop computer and other office equipment
 - Potential for conflicting priorities and direction from more than one source
 - Travel is a requirement of this position
 - Working in a remote environment.
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Part 8 - Acknowledgement and Agreement

The above job description fairly represents the general expectations of the position of Legal Director with the Nunavut Employees Union

Name: _____

Signature: _____

Date: _____

Supervisor: _____