
THE OPPORTUNITY

Reporting to the Chief Executive Officer, the Legal Director leads the Area Office and acts as a point of contact for Legal Aid Saskatchewan (LAS) within the local community.

The scope of responsibility includes, but is not limited to, effectively managing human resources and employee relations to efficiently serve the clients and ensure that the performance of the Area Office aligns with the vision, mission, values, and strategic objectives of Legal Aid Saskatchewan.

The Legal Director manages the Area Office's resources and staff, ensuring compliance with program, operational and personnel policies & procedures, and controls its fiscal operations. The Legal Director promotes quality client services by adhering to professional standards and developing & maintaining a collaborative working environment.

KEY ACCOUNTABILITIES

- Preparing short- and medium-term plans for caseload calendar and Area Office operations. Ensuring alignment of operations with corporate direction and standards.
- Providing functional expertise and participating in policy planning and setting.
- Ensuring procedures and standards for records and file maintenance are followed.
- Implementing approved policies and related procedures affecting Area Offices. Making recommendations for policy development or operational changes as appropriate.
- Overseeing probationary and junior lawyer casework.
- Available to all lawyers in Area Office for consults.
- Handling a small number of complex litigation files. Serving as second chair to support all LAS lawyers in achieving exceptional litigation skills.
- Ensuring compliance with finance policies, procedures and processes within the Area Office.
- Active in stakeholder engagement and acting as a point of contact for Legal Aid Saskatchewan with the local community and participating in stakeholder meetings to advance LAS interests.
- Following Head Office guidelines and requests regarding internal and external communications. Handling media responses as delegated by the CEO.
- Administering and ensuring compliance with organizational HR policies, procedures and processes within the Area Office.
- Supervising all Area Office personnel and handling employee relations matters, including but not limited to recruitment and onboarding, employee performance evaluation reviews, review & approval of employee time off requests, and disciplinary matters.
- Providing mentorship and supervision to all lawyers and admin support employees.

- Conducting regular staff meetings.
- Developing and implementing office specific goals and priorities to support the vision, mission, values and strategic priorities of Legal Aid Saskatchewan in consultation and collaboration with the senior management team.
- Acting as a point of contact as well as a change sponsor for the Area Office.

CORE COMPETENCIES

- **Leadership:** Motivates and leads by example. Is a champion of change and innovation. A source of information and support to their employees. Is a role model in demonstrating the values of Legal Aid Saskatchewan. Delegates to employees effectively, broadens employee development opportunities, acts with fairness, integrity & ethics toward direct reports, and hires talented people for their team. Leads, coaches and mentors the team. Works independently and with minimum supervision.
- **Problem solving:** Brings a solution-oriented focus to discussions and strives to solve the problems and issues.
- **Customer focus:** Dedicated to providing superior service to meet the expectations and requirements of clients.
- **Team orientation:** Builds effective teams driven by organizational goals and values. Creates strong morale and spirit in the team and shares wins and successes.
- **Communication and interpersonal skills:** Communicates effectively with a diverse and broad group of internal and external stakeholders. Is able to build trust and make connections. Has above average oral and written communication skills as well as interpersonal and coaching skills. Maintains confidentiality.
- **Strategic thinking:** A strategic thinker who can make good decisions under pressure and anticipate upcoming opportunities and challenges in human resources. Can work effectively with higher management in dealing with the complexities of the job.
- **Decision-making:** Makes quick and effective decisions even when full information is not available.

KEY JOB-RELATED COMPETENCIES

Education

- Graduation from a recognized law school with an LL.B. or JD degree.
- A member in good standing with the Law Society of Saskatchewan or able to be admitted under interprovincial mobility guidelines.

Experience

- Minimum of five years of previous relevant experience, litigation or general practice of law, preferably both criminal and family law.
- Attendance at Provincial and Queen's Bench Courts, and preferably Court of Appeal.
- Human Resources experience including supervision and disciplinary action.
- Previous experience leading a team.

Other Skills

- Technologically literate and able to use programs such as Microsoft Office.
- Able to analyze data and produce reports.

COMPENSATION

This is a **Permanent, Full Time, Out of Scope Position**

- The annual salary for this role ranges between \$127,000-\$156,000 based on knowledge, experience and qualifications.
- Comprehensive benefits package inclusive of pension with employer contribution, disability, life insurance, vision, and dental.
- Relocation Assistance
- Paramedical Services (massage, chiropractor, etc.) and Health Care Spending Account (HCSA).
- Three weeks of vacation to start and 15 paid Earned Days Off (EDOs).
- Professional Development Opportunities.
- Employee Assistance Program (EAP).

To apply visit our ADP Talent Portal: [Legal Director Position](#)

Legal Aid strives to be an inclusive and equitable workplace and encourages applications from people of Indigenous ancestry, of visible minority groups, with disabilities, women seeking management and non-traditional roles and persons from other historically excluded communities.