



JOB DESCRIPTION

We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

POSITION TITLE:	Legal Counsel	DATE CREATED:	
DEPARTMENT:	Office of General Counsel	DATE REVISED:	June 2024
DIVISION/FACULTY:	Office of the President		

ORGANIZATIONAL STRUCTURE

This role reports to Senior Legal Counsel.

PRIMARY FUNCTION

Legal Counsel is responsible for providing legal advice to KPU Leadership and Business Units on a wide range of complex and diverse legal and regulatory matters with a goal of minimizing legal and financial risk to KPU's operations. This role works closely with Manager, Information Access and Privacy; Manager, Records and Information Management; Confidential Legal Assistant to General Counsel; Senior Executives, the Office of Research Services, and many other University department representatives. Legal Counsel works independently to balance priorities and deadlines in order to provide efficient and effective legal support.

KEY RESPONSIBILITIES

1. Under the direction of Senior Legal Counsel, provides strategic legal support and advice to KPU business units and faculty leadership.
2. Negotiates, drafts, reviews and interprets a variety of contracts relating to KPU business including memoranda of understanding, leases, licenses, and other contractual documents.
3. Conducts legal research, identifies legal issues and risks, and prepares legal opinions and briefings.
4. Provides coverage when Senior Legal Counsel is away.
5. Provides legal representation for KPU at Office of Information and Privacy Commissioner mediations/reviews.
6. Advises on the legal implications of the privacy provisions of the Freedom of Information and Protection of Privacy Act.
7. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.



8. Contributes to and promotes a safe, equitable, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Undergraduate degree and a law degree from an accredited University;
- Current member in good standing of the Law Society of British Columbia;
- Five years of recent relevant in-house and/or private practice experience including experience with research compliance, research and innovation contracts and intellectual property;
- Or an equivalent combination of education, training and experience.

COMPETENCIES

- Excellent organizational skills and the ability to prioritize workload and work under time pressures to meet deadlines.
- Excellent oral and written communication and interpersonal skills including the ability to interact and communicate with others at all levels of the organization.
- Demonstrated ability to manage high tension situations and to exercise sound judgment.
- Ability to travel between campuses is required.