



OFFICE OF THE
INTEGRITY
COMMISSIONER
TORONTO



**Legal Counsel
Integrity Commissioner's Office
(Permanent, Full Time)**

***Pursue an opportunity with the Office of the Integrity Commissioner at the City of Toronto.
Make a difference in the lives of Torontonians.***

Reporting to the Integrity Commissioner, you will provide legal advice to the Integrity Commissioner to assist with advice-giving, inquiries, investigations and other matters as required.

Bringing your experience in providing legal advice in an adjudicative, municipal or related setting, you will support a small team in a fast-paced environment, carrying out your duties with the highest degree of tact and judgment and drawing on your knowledge of the role of the Integrity Commissioner.

Posting Date: 6-Nov-2019

Closing Date: 29-Nov-2019

Job Title: Legal Counsel – Integrity Commissioner's Office

Salary Range: \$128,728.60-\$151,278.40/ Year

Number of Vacancies: One (1)

Job Type: Permanent, Full Time

About the Office:

The Office of the Integrity Commissioner (Toronto) is part of the City of Toronto's accountability framework. It operates independently from City Council and the Toronto Public Service. The Integrity Commissioner performs the following key functions: providing confidential advice and education and outreach to members of Council and local boards (restricted definition) about the codes of conduct and the *Municipal Conflict of Interest Act*; providing policy advice to Council and local boards (restricted definition) on matters of ethics and integrity; conducting investigations into allegations that the standards in the Code of Conduct and/or the *Municipal Conflict of Interest Act* have not been met.

Major Responsibilities:

- Conducts research into assigned areas, ensuring that such research takes into account developments within the field, corporate policies and practices, legislation and initiatives by other levels of government.
- Develops and maintains expertise in the application of the codes of conduct and the *Municipal Conflict of Interest Act* to elected and appointed officials.
- Provides expert impartial, confidential and privileged legal advice to the Integrity Commissioner and staff related to matters within the Integrity Commissioner's jurisdiction.

- Conducts legal research, as required, to keep current and advise and inform the Integrity Commissioner in relation to provisions of advice, outreach and conduct of investigations.
- Plans, organizes and conducts, in private, inquiries and investigations as instructed by the Integrity Commissioner, including complex and sensitive investigations.
- Advises and assists the Commissioner to prepare reports on inquiries and investigations including findings of fact, interpretation and application of the relevant legislation and appropriate orders and further action to be taken.
- Deals with highly confidential and sensitive information affecting elected and appointed officials, and individuals impacted by inquiries.
- Provides or assists the Commissioner to obtain legal advice and representation to bring *Municipal Conflict of Interest Act* applications to Court when necessary.
- Makes recommendations regarding whether evidence does or does not establish breaches of the codes of conduct or the *Municipal Conflict of Interest Act*.
- Provides or assists the Commissioner to obtain appropriate advice in making determinations about whether there are reasonable grounds to refer a matter being investigated or inquired about to the appropriate authorities under the *Criminal Code of Canada* or any other Acts.
- Provides support, expertise and guidance to other staff members in the Office of the Integrity Commissioner.
- Represents the Commissioner at City Council, committees or boards, when required.
- Provides expert advice to the Commissioner concerning the applicable law and policy relating to investigations and inquiries, including but not limited to administrative law, evidence, privacy and disclosure, ethics and lobbying, criminal law and provincial offenses, the law related to investigations and public inquiries.
- Develops and implements effective procedures for investigations and inquiries.
- Participates in the development and implementation of information and administrative systems necessary to support inquiries and investigations, including case management systems.
- Manages assigned files, ensuring effective teamwork and communication, high standards of work quality and organizational performance and continuous learning.
- Maintains professional links with other investigative units, accountability offices and regulators in order to develop best practices in the field of compliance investigations and inquiries.

Key Qualifications:

1. A lawyer in good standing with extensive post-call experience.
2. Experience or relevant training in administrative or workplace investigations, administrative law and report writing.
3. Demonstrated ability to carry out work in a self-sufficient manner consistent with a small office.
4. Experience in the municipal sector or applying the *Municipal Conflict of Interest Act* would be considered an asset.
5. Knowledge of municipal operations, government decision-making, codes of conduct, conflict of interest and ethics will be considered an asset.
6. Excellent communication and interpersonal skills to deal effectively with: members of Council and their staff; members of local boards (restricted definition) and their staff; the public, the Toronto Public Service; other external groups such as counterpart offices; and, the media.
7. Extensive knowledge or experience to proficiently use Microsoft Word, Excel, Adobe Professional, PowerPoint and Outlook.

8. Demonstrated ability to exercise independent judgment and discretion in dealing with highly sensitive and confidential matters.
9. Excellent analytical and problem solving skills in combination with the ability to perform duties under minimal supervision.
10. Excellent organizational and time management skills, including attention to detail, and ability to set priorities, meet deadlines and deal with competing priorities and work demands.
11. Resourceful, adaptable and possesses a high degree of common sense, professionalism and initiative.
12. Litigation experience would be considered an asset.
13. Ability to work beyond normal business hours and weekends, when necessary.
14. Proficiency in written and spoken English.

How to apply for this opportunity

Interested candidates should forward their resume and cover letter to oijobs@toronto.ca by **5:00 p.m. on the closing date of November 29, 2019.**

Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided with their application. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation](#) during the application process is available upon request. Learn more about the City's [Hiring Policies and Accommodation Process](#).

WE THANK ALL CANDIDATES FOR THEIR INTEREST, HOWEVER, ONLY THOSE BEING CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.