

Ministry of Justice and Attorney General
Assistant Deputy Attorney General, Legal Services Branch
Victoria, BC

The Attorney General is the law officer of the Crown and has a unique role in government as the person who must see that the administration of public affairs is in accordance with the law. The Ministry of Justice and Attorney General is the vehicle to fulfill that role and is responsible in government for law reform, the administration of justice and for providing legal services that ensure lawful public administration. The ministry has the dual role of providing leadership to the justice sector and delivering justice services.

The Assistant Deputy Attorney General, Legal Services is one of four positions that carry justice system responsibilities within the Attorney General component of the Ministry – the other three are: Assistant Deputy Minister - Justice Services, Assistant Deputy Attorney General - Criminal Justice, and Assistant Deputy Minister - Court Services. These four positions all participate as members of the Ministry executive and support the Deputy Attorney General in delivering on accountabilities by providing executive level support to corporate and program operations of the Attorney General component of the Ministry.

The successful candidate will be a member (or eligible for immediate membership) of the Law Society of British Columbia and have a broad knowledge of the law; a clear understanding of the role of the Minister of Justice and Attorney General and the Ministry; and an understanding of the importance and value of independent legal advice.

The incumbent must possess a record of excellence as a lawyer; excellent problem-solving skills with a results focus; demonstrated competency in leading others and a record of strategic orientation and an ability to understand complex issues and devise strategies that meet the client's interests; and outstanding skills in influence and persuasion. Experience developing public policy would be an asset. The successful candidate will demonstrate a commitment to public service and is a well-organized professional who has handled multiple complex assignments simultaneously.

A detailed role description and complete listing of qualifications is below.

To express your interest in this opportunity, please email your cover letter and resume to Executive.Recruitment@gov.bc.ca by July 22, 2016. The appointee will be required to consent to a criminal record check. Thank you to all who express interest.

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Ministry Overview

The Minister of Justice and Attorney General is the Chief law officer of the Crown and has a unique role in government as the person who must see that the administration of public affairs is in accordance with the law. The Ministry of Justice supports the Minister of Justice and Attorney General in filling this role and is responsible in government for law reform, the administration of justice and for providing legal services that ensure lawful public administration. The Ministry has the dual role of providing leadership to the justice sector and delivering justice services.

The Ministry recognizes the importance of public confidence and is undergoing reviews aimed at achieving justice system transformation, which may include law reform, integration of the criminal justice system, more collaboration between the justice and social services sector, and greater accessibility to civil and family justice. The Ministry envisions a sustainable, efficient and effective justice system that provides meaningful solutions to legal problems, and contributes to public understanding of, and confidence in, the justice system.

Program – Legal Services

The Assistant Deputy Attorney General, Legal Services is one of four positions that carry justice system responsibilities within the Attorney General component of the Ministry – the other three are: Assistant Deputy Minister - Justice Services, Assistant Deputy Attorney General - Criminal Justice, and Assistant Deputy Minister - Court Services. These four positions all participate as members of the Ministry executive and support the Deputy Attorney General in delivering on his accountabilities by providing executive level support to corporate and program operations of the Attorney General component of the Ministry.

Government needs legal advice and representation, just as other corporate entities and individuals do. The Ministry's Legal Services Branch serves as the government's lawyer and provides advice on many legal matters related to, for example, constitutional law, Aboriginal law, resource and environment law, revenue and taxation law, health and social services law, commercial and transportation law, and education and employment law. In addition to legal advice, a number of practice groups within the branch provide litigation support. The Civil Litigation Group, Constitutional and Administrative Law Group and the Aboriginal Litigation Group handle the majority of litigation in Legal Services Branch.

Solicitors within the Branch advise the Minister of Justice and Attorney General, Cabinet, ministries, and certain public agencies on legal matters to ensure that all areas of the Provincial government act in accordance with the law and minimize any legal risks associated with government operations. Branch barristers represent the government in court in civil matters and before administrative tribunals. Legislative Counsel draft the Province's enactments.

Most legal advice to government is delivered on the basis of annual service level agreements between the Legal Services Branch and its client ministries whereby ministries fund a substantial portion of the costs of the legal services. The Branch is acknowledged as a leader in developing innovative ways to use technology and dispute resolution alternatives.

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Responsibilities and Accountabilities

The Assistant Deputy Attorney General (ADAG) of Legal Services Branch (LSB) will maintain the following responsibilities and accountabilities:

- provide leadership and direction to LSB in providing high quality legal services to government that are delivered in a consistent, coordinated, cost effective and innovative manner; lead, coach and mentor a management team; and support the Deputy Attorney General and Minister of Justice and Attorney General;
- apply strategic thinking to ensure that the business plan goals and objectives are achieved and that LSB's business plan goals and objectives are achieved in accordance with the Ministry's vision, mission, culture and values;
- provide strategic options, comprehensive advice, and recommendations to the Deputy Attorney General as required;
- represent LSB, the Ministry and Province on various initiatives or committees, including inter-provincial and federal committees, and participate as a team member or corporate leader within government;
- administer the Branch within an annual budget and manage fiscal and human resources to ensure the effective use of resources in meeting business objectives; increase the Branch's strategic HR capacity, including enhancing retention, recruitment and succession planning; increase employee engagement; and manage a range of other HR issues;
- develop and maintain effective, open and consultative relationships with stakeholders and/or clients;
- develop service standards and respond proactively to clients' legal needs and reduce legal risks to government; promote excellence in the performance of all LSB responsibilities;
- as a member of an executive team and working collaboratively with other branches, share responsibility for development, planning and implementation of cross-ministry initiatives, and contribute to achieving the corporate goals of the Ministry and government.

Dimensions

Reports to the Deputy Attorney General

Branch budget: 2016/2017 – Legal Services Branch

Operational Expenditures	\$91.5 Million
Recoveries	\$(70.9) Million
Net Expenditure (Core Activities)	\$20.6 Million

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Offices in Victoria and Vancouver; 434 staff - 216 legal counsel and 218 other staff (e.g. paralegals, legal secretaries, researchers, corporate services).

15 direct reports - 11 Supervising Lawyers, leaders of legal groups/units; 2 Legal Counsel (ADAG office); 1 Executive Director of Business Operations; and 1 Executive Coordinator (ADAG office).

Qualifications

A member of or eligible for immediate membership in the Law Society of British Columbia.

The incumbent must possess a record of excellence as a lawyer; exemplary legal skills and a broad knowledge of the law; a clear understanding of the role of the Minister of Justice and Attorney General and the Ministry; and an understanding of the importance and value of independent legal advice. Experience developing public policy would be an asset.

Leadership experience; demonstrated competency in leading others and a record of inspiring confidence in your leadership; strategic orientation and an ability to understand complex issues and to devise strategies that meet the client's interests; outstanding skills in influence and persuasion.

Strong interpersonal skills; ability to exercise diplomacy and discretion in all relationships and interactions; cares about people, is engaged, enthusiastic, positive and committed to developing others at all levels of an organization; values teamwork and cooperation having formed and developed highly effective teams consistent with a strong service orientation.

Commitment to public service; well-organized professional who has handled multiple complex assignments simultaneously.

Excellent communicator; accessible and flexible; possesses the presence and ability to build credibility; creative and innovative; viewed and respected as a progressive, trusted leader of absolute integrity, excellent problem solving skills with a results focus.

Competencies

To achieve government's **Vision**, ADAGs must position and structure their organization to maximize its effectiveness. ADAGs practice **Strategic Thinking** in translating the vision to goals and strategies, and support their accomplishment through facilitation and leading change.

In **Stakeholder Relationships**, ADAGs ensure that they are enhancing the organization's relationships with external partners and stakeholders. This includes building strategic alliances, managing conflicts, negotiating effectively, and effectively communicating ideas, analyses and proposals to stakeholders.

ADAGs model **Integrity and Authenticity**, building a culture of trust, integrity, risk taking and creative thinking in the organization through demonstrating personal integrity, using feedback to self-improve, following through on commitments and acting consistently with the espoused values and culture of the organization.

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In **Leading People**, ADAGs must motivate, empower and lead employees to accomplish goals and objectives, rewarding high performance, promoting empowerment and developing their employees, providing opportunities for growth, and managing issues with their organization.

The professional values of the BC Public Service . . .
Courage, Teamwork, Curiosity, Service, Passion, Accountability
Always with integrity