DESCRIPTIVE WORK TITLE	CURRENTLY APPROVED CLASSIFICATION	CHIPS #
Articling Student	Articling Student	Various

DESCRIPTIVE WORK TITLE OF IMMEDIATE SUPERVISOR	IMMEDIATE SUPERVISOR'S CLASSIFICATION	CHIPS #
Legal Counsel	Legal Counsel 4	Various

MINISTRY	BRANCH	DIVISION	LOCATION
Attorney General	Legal Services Branch	Various	Victoria/Vancouver

General Accountabilities and Organizational Structure

The Legal Services Branch (LSB) supports the Attorney General as the legal advisor to the government of British Columbia. LSB ensures that the administration of public affairs is carried out in accordance with the law. All legal services to government respecting civil matters are delivered by or under the supervision of LSB lawyers.

On behalf of the Attorney General, articling students with the Legal Services Branch assist lawyers in discharging the duties and functions assigned to the Attorney General under the *Attorney General Act* including:

a) ensuring that the administration of public affairs is in accordance with the law;
b) advising on legislation;
c) drafting Bills and regulations and advising on parliamentary procedure;
d) advising ministries of the government on all matters of law connected with the ministries;
e) undertaking the conduct of all litigation for or against the Crown; and
f) drafting and settling agreements and documents to be executed by the Crown.

Articling students on rotation through Legal Services Branch are supervised by legal counsel and are responsible to the supervisors of the law groups through which they are rotating. Each law group supervisor is a member of the Executive Leadership Team of the Legal Services Branch and is responsible to the Assistant Deputy Attorney General, the Deputy Attorney General, the Attorney General and other Ministers and officials of the Crown.

Articling students with LSB are required to join the Professional Employees Association. Details about the terms and conditions of employment is available on MyHR here.

Nature and Scope:

The Law Society requires articled students to participate in as many of the practice areas as possible from its official list of practice areas. See Law Society Articling Skills and Practice Checklist at: http://www.lawsociety.bc.ca/docs/forms/MS-admissions/articling-check.pdf.

Although articling students are supervised during their articling term, they are expected to work independently and take on responsibilities which are consistent with a lawyer in training. Articling students assist lawyers in providing advice and represent the government in court[1] and before administrative tribunals as required.

A significant portion of an articling student's work involves matters of a confidential and sensitive nature. Articling students are expected to assist lawyers by keeping abreast of and advising on current developments in the law which may affect areas of concern to government, and they may

[1] Law Society Rule 2-60 permits an articled student to provide all legal services that a lawyer can offer, with some exceptions.

be called upon to assist in developing and recommending alternatives and initiating changes in these areas of the law.

Articling students with the Legal Services Branch provide assistance to counsel who are the legal advisors to ministries, boards, commissions, or Crown agencies. These students may be required to assist lawyers in reviewing and participating in the preparation of drafting instructions for legislation, regulations, and orders in council prior to requests by government ministries for drafting services and must be able to assist those lawyers in professionally assessing revisions to legislation. The students are responsible for the interpretation of the common law, the preparation and drafting of a wide range of legal documents and process and have sole conduct of small claims files. They may have sole conduct of other minor cases and may conduct negotiations and assist lawyers in conducting negotiations.

Articling students attend in-house Continuing Legal Education sessions (usually 7-8 in an articling year). Students articled to Legal Services Branch are required to learn and follow internal timekeeping procedures with respect to work performed. All students must work closely with their principals, attend CPLED during their articling year, maintain the highest ethical standards as required by the Ministry and the Law Society, and follow the Standards of Conduct required of all employees of the B.C. Public Service. Articling students must be familiar with the duties of an officer of the court and comply with those duties when appearing in court.

The conduct of the students is governed by the Law Society Rules and the Code of Professional Conduct for British Columbia. Articling students must complete security screening clearances, including personal data and criminal records checks.

Special Accountabilities:

1. To assist in the delivery of professional legal advice to government;

2. To assist in the provision of prosecution services;

3. To assist government in the development of policy, programs, and legislation;

4. To maintain an actual and informed presence in the areas of law affecting government; and

5. To achieve and maintain high professional standards.

Competencies we're looking for:

Behavioral Competencies:

Decisive Insight combines the ability to draw on one's own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time.

Flexibility is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

Self-Development involves proactively taking actions to improve personal capability. It also involves being willing to assess one's own level of development or expertise relative to one's current job, or as part of focused career planning.

Organizational Commitment is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.

Impact and Influence is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

Listening, Understanding and Responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

Relationship Building is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals.

Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group, Branch and Ministry goals.

Commitment is visibly putting into action your stated commitments. It means "walking the talk" and following through. It includes communicating information and intentions openly, honestly and regularly, and welcoming the same in others.

Indigenous Centered Service Approach is a desire to serve Indigenous people, focusing one's efforts on understanding their interests in order to increase the quality of the service and produce better outcomes. It implies a willingness to support Indigenous people in determining their own future.