| DESCRIPTIVE WORK TITLE | CURRENTLY APPROVED CLASSIFICATION | | CHIPS # |
|---|---|---|---|
| Articling Student | Articling Student | | Various |
| **DESCRIPTIVE WORK TITLE OF IMMEDIATE SUPERVISOR** | **IMMEDIATE SUPERVISOR'S CLASSIFICATION** | | **CHIPS #** |
| Crown Counsel | Crown Counsel 2/3/4 | | Various |
| **MINISTRY** | **BRANCH** | **DIVISION** | **LOCATION** |
| Attorney General | BC Prosecution Service (Crim Justice) | Various | Various |

**General Accountability:**

The BC Prosecution Service (BCPS), which is the Criminal Justice Branch of the Ministry of Attorney General, contributes to the protection of society by preparing for and conducting prosecutions diligently and fairly, and by striving to develop the most effective methods to administer justice in the Province. The BCPS prosecutes offences under the Criminal Code of Canada, the Youth Criminal Justice Act, and provincial statutes in the Provincial, Supreme and Appeal Courts of British Columbia and in the Supreme Court of Canada. The BCPS provides legal advice to government and police on criminal law matters, and develops policies and procedures on issues relating to the prosecution of criminal offences. The Assistant Deputy Attorney General is responsible for the administration of the BCPS, which is divided into Headquarters, five regions and one directorate (Criminal Appeals and Special Prosecutions), each of which is headed by a Regional Crown Counsel or Director, respectively.

Articling students with the BPS are required to complete tasks assigned by Administrative Crown Counsel including, but not limited to:

- conducting legal research;
- providing opinions on legal issues;
- conducting charge assessments;
- preparing arguments for court;
- drafting factums for Summary Conviction Appeals;
- conducting appearances, hearings, trials, and sentencings in Provincial Court and Supreme Court;
- becoming familiar with Crown Counsel policies and procedures, and
- working with justice partners, including police, probation (adult and youth), and witnesses.

* Bilingual articling students are expected to perform the accountabilities of their role in both French and English.

**Organizational Structure:**

Articling students with the BCPS report to Regional Crown Counsel. Regional Crown Counsel may delegate supervisory authority to Deputy Regional Crown Counsel or Administrative Crown Counsel. The scope of activity is governed by the Criminal Code of Canada, various federal and provincial statutes, and BCPS policies, procedures, and directives, etc.

Articling students completing a rotation through Legal Services Branch are supervised by senior 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 Management Committee 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.

## Nature and Scope:

The Law Society requires articling 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 may be called upon to assist in developing and recommending alternatives and initiating changes in these areas of the law.

Articling students with the BCPS are responsible for ensuring that witnesses, victims and families are dealt with in a considerate and courteous manner and that victims and their families are adequately prepared for court proceedings. Students in these positions work closely with senior prosecutors to gain a working knowledge of the prosecutorial service and answer general inquiries from the public relating to criminal law or the prosecution of provincial offenses. At all times students are expected to be mindful of the overrepresentation of Indigenous, First Nations, Inuit and Metis people in the criminal justice system and work towards reconciliation with Indigenous communities.

Articling students attend in-house Continuing Legal Education sessions. All students must work closely with their principals, complete the accelerated Practice Readiness Education Program (PREP) administered by the Canadian Centre for Professional Legal Education 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 BC 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.

## 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;

5. To achieve and maintain high professional standards, and

6. To contribute towards the reconciliation with Indigenous, First Nations, Inuit or Metis peoples.

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

## Working Conditions:

Articling Students with the BCPS must be able to routinely:

- deal with disturbing cases, including images of child sexual assault and child sexual abuse;
- deal with victims and witnesses who have been subjected to or witnessed traumatic events, including sexual abuse, catastrophic injuries, and death, or have suffered other forms of extreme personal loss;
- deal with traumatic violence or death scenes including images of and evidence about deceased persons with catastrophic injuries;
- manage sensitive, graphic, and highly confidential information; and,
- handle negative public or media comment or criticism with limited ability to respond.

## Behavioural 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.

**Indigenous Behavioural Competencies:**

**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-Centred 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.