



POSITION DESCRIPTION

Role: Senior Legal Counsel

Position category: Employee Full-time

Work arrangement: TBC

Team: Legal

Territorial Acknowledgement

The offices of the College of Health and Care Professionals of British Columbia (CHCPBC) are located on the ancestral and unceded territories of the Coast Salish Peoples — specifically, the x^wməθk^wəyəm (Musqueam), Skwxwú7mesh (Squamish) and səliwətał (Tsleil-Waututh) Nations — the lək^wəŋən (Lekwungen) Peoples — represented today by the Songhees and x^wsəpsəm (Esquimalt) Nations — and the WSÁNEĆ (Saanich) Peoples — including the BOKKÉĆEN (Pauquachin), STÁ,UTW (Tsawout), WOLÉLP (Tsartlip), and VŚÍKEM (Tseycum) Nations.

Position Summary

The Senior Legal Counsel plays a critical role in providing comprehensive legal support and strategic advice across the organization as the chief legal advisor to the College. The role involves managing a range of legal activities, including advising the College on a variety of legal matters related to the *Health Professions Act* (HPA), Regulations and Bylaws, successor legislation – the *Health Professions and Occupations Act* (HPOA), *Freedom of Information and Protection of Privacy Act* (FOIPPA), other relevant and emerging legislation, the Health Professions Review Board, and College operations and policies.

The Senior Legal Counsel serves as an effective guardian of the Organization in fulfilling its public interest mandate.

Supervisory & Reporting Responsibilities/Relationships

Reports to: Registrar/CEO

Direct supervision: Paralegal(s)

Duties & Responsibilities

1. Legal Advisory and Strategy

- Provide counsel on a broad range of regulatory legal and business matters to support the College's mandate.
- Partner with senior leadership to develop and implement legal strategies that mitigate risk and align with the College's mandate.



- Offer proactive legal guidance on emerging regulatory changes.
- Provide advice and recommendations to various College departments with respect to the *Health Professions Act* (HPA), College bylaws, Health Professions Review Board (HPRB), Freedom of Information and Protection of Privacy Act (FOIPPA), and the future *Health Professions and Occupations Act*.
- Support the Registrar/CEO to ensure appropriate due diligence that informs the Board on legal matters.
- Provide interpretation of the Bylaws and prepares advice and policy analysis to the Registrar/CEO and senior leadership team for the development and amendment of the Bylaws
- Provide advice and support to the College committees and regulatory programs (Licensure, Investigations, Monitoring and Discipline, Quality Practice) regarding legislative interpretation, relevant legal decisions, obligations and authorities of the committees, preparing legal opinions for consideration, drafting undertakings, reprimands, citations, orders and consent agreements.
- Assist with matters before the Health Professions Review Board and/or Office of the Ombudsman.

2. Contract Management

- Draft, review, and negotiate various contracts, including licensing partnerships, and other contracts, including Human Resource matters, ensuring compliance with legal and regulatory requirements.
- Advises on procurement, request for proposals or competitive processes.

3. Regulatory Compliance

- Monitor and ensure compliance with relevant legislation applicable to the College.
- Develop and implement policies, procedures, and training programs to foster a compliant and ethical work environment.

4. Risk Management

- Contribute to risk initiatives associated with the College's business.
- Provide risk assessment guidance and implement strategies to prevent potential legal issues.

5. Corporate Governance

- Advise on corporate governance issues and shares responsibility to ensure adherence to College policies, standards, and ethics.

6. Supervision

Manage direct reports, sets performance expectations, monitors and evaluates overall performance.

7. Cross-Functional Collaboration

- Collaborate with cross-functional teams, including Regulatory Programs, Operations (Human Resources, Finance and Information Technology), Communications,



Change Management and Organizational Development and Strategy, Governance and Social Accountability to ensure legal support across the organization.

- Educate and train employees on legal and regulatory topics relevant to their roles.

8. External Relationships

- External legal counsel
- Government representatives on issues of legislation and regulation

9. Other duties as required.

Qualifications/Skills

1. Education: LLB, Juris Doctor (JD) or equivalent law degree.
2. Licensing: Member in good standing with Law Society of British Columbia.
3. Experience: Minimum of 8 years of regulatory legal experience, preferably with a combination of in-house and law firm experience.
4. Excellent interpersonal, written, and verbal communication skills.
5. High level of integrity, ethical standards, and confidentiality.
6. Collaborative spirit with a passion for fostering regulatory excellence.
7. Tech savvy with excellent working knowledge of cloud computing systems and Microsoft Office suite (such as Word, PowerPoint, Excel, Outlook).
8. Demonstrated ability to work productively within a team but also independently.
9. The ability to work from first principles in the absence of precedents
10. Awareness of the *Health Professions Act* and *Health Professions and Occupations Act* and their application to the work of CHCPBC.
11. Awareness of the Declaration on the Rights of Indigenous Peoples Act (2019) and Action Plan (2022-2027) and their application to the work of CHCPBC, including awareness of a distinctions-based approach related to Indigenous Peoples.
12. Awareness of and commitment to learning and understanding the Truth & Reconciliation Commission's 94 Calls to Action (2015), the In Plain Sight Report's 24 recommendations specific to healthcare in BC (2020), and the 231 Calls for Justice in Reclaiming Power and Place: National Inquiry into Missing and Murdered Indigenous Women & Girls Final Report (2019) and how they intersect across the health care system.
13. Commitment to ongoing learning related to Indigenous cultural safety and humility.

Salary & Benefits

1. The full-time compensation for this position is \$157,125-\$209,500 annually based on a 37.5-hour work week.
2. The starting salary will be determined based on factors such as the successful candidate's job-related knowledge, skills, experience; salaries of other employees in the same salary range; market conditions and other relevant factors.
3. The College provides competitive compensation and an attractive benefit package.
4. We have a flexible work environment that includes a hybrid/remote work model with an assigned schedule. We offer opportunities for personal and professional growth; provide flexibility; strive for work-life balance; and provide an excellent and dynamic work environment where innovation, teamwork and creativity are highly valued.



The College deeply values and celebrates diversity, understanding that it is not just about representation, but about the active inclusion, empowerment, and support of individuals with a wide range of skills, backgrounds, identities, and lived experiences. We acknowledge that diversity is essential to our success and resilience, and we strive to build an environment where every individual is recognized, respected, and provided with the space to thrive. We honour and actively support employees who identify with a broad spectrum of communities, including but not limited to, those who self-identify as First Nations, Metis, Inuit/Inuk, Black, racialized persons, 2SLGBTQIA+, gender diverse, disabled, and neurodivergent individuals.

Our commitment goes beyond representation - we aim to create a culture of belonging, where diverse perspectives are not only heard but celebrated, and where people feel safe, valued, and supported. We are dedicated to fostering an open, welcoming and inclusive work environment where all employees can bring their full, authentic selves to their work. We recognize that true diversity requires the active dismantling of systemic barriers and the continuous support of equity deserving groups.

As a College, we aspire to employ, support, and empower staff who reflect the rich diversity of the communities we serve across British Columbia, ensuring that our team is representative and responsive to the varied needs and lived experiences of those who rely on our services.