

POSITION DESCRIPTION
Counsel

Position Summary/Purpose

To support the Office of the Integrity Commissioner in fulfilling its mandates as a Centre of Excellence in public sector ethics. To provide comprehensive legal advice and support services to the Integrity Commissioner and staff of the Office of the Integrity Commissioner, under direction of General Counsel, in relation to all aspects of the Integrity Commissioner's jurisdiction.

DUTIES & RESPONSIBILITIES

The Office of the Integrity Commissioner has eight mandates under the following pieces of legislation: the *Members' Integrity Act, 1994*, the *Public Service of Ontario Act, 2006*, the *Lobbyists Registration Act, 1998*, the *Cabinet Ministers' and Opposition Leaders' Expenses Review and Accountability Act, 2002* the *Public Sector Expenses Review Act, 2009*, the *Municipal Act, 2001* and the *City of Toronto Act, 2006*.

The following are the major responsibilities of the position:

General Duties

1. Provide legal advice, under direction of General Counsel, to the Commissioner and staff on all aspects of the operation of the OICO: MPP Integrity (conflict of interest), Lobbyists Registration, Expenses Review, Ministers' Staff Ethical Conduct and Political Activity, Disclosure of Wrongdoing (public service whistleblowing), Public Service Ethical Conduct and Municipal Integrity.

Legal advice and duties include:

1. Oversee the Commissioner's advice-giving function under the lobbyist registration mandate to ensure the provision of timely advice to lobbyists. This includes corresponding with stakeholders to obtain relevant facts, assessing and analyzing information against legislation, and drafting and/or reviewing advisory opinions to be issued by the Commissioner.
2. Review jurisdictional assessments conducted by lobbyist registration and disclosure of wrongdoing teams to ensure compliance with applicable legislation.
3. Conduct and/or oversee investigations for the lobbyist registration, disclosure of wrongdoing and MPP integrity mandates. This includes reviewing or preparing investigation plans, interviewing witnesses, researching legal principles, drafting correspondence and notices to respondents and their counsel, preparing investigation reports and assisting the Commissioner to draft final decisions.
4. Serve as back up for disclosure of wrongdoing and lobbying team leads when necessary.
5. Manage legal risks, conduct legal research and prepare corresponding memoranda and work with outside counsel as necessary.
6. Monitor, analyse and maintain awareness of parliamentary, constitutional and legal developments and reform proposals in Ontario and in provincial, national/international jurisdictions relating to the Integrity Commissioner's jurisdiction. Monitor, read and assess precedents, and other primary and secondary

literature on parliamentary, constitutional and legal developments in order to maintain general awareness of developments and trends in subject matters of relevance to the Commissioner, including other disciplines such as law, history and political science.

7. Maintain professional connections with other accountability or investigative offices within Ontario and other jurisdictions.
8. Undertake special projects as assigned.
9. Perform other related projects as required. Keep up-to-date on related skill development in order to use any new technologies or processes as required.

JOB REQUIREMENTS

Training/Knowledge:

- Qualified to practise law in Ontario with a minimum of five years of practice and a member in good standing of the Law Society of Ontario. Position requires an LL.B.
- Knowledge and experience in administrative law and/or regulatory investigations.
- Experience or expertise in developing intake or investigation procedures.
- Experience conducting complex, sensitive investigations.

Judgment:

Judgment is required in dealing with and/or communicating complex and confidential issues where the exercise of utmost discretion, tact and initiative is crucial. Judgment is required to review matters received by the Integrity Commissioner's Office, including, reviewing inquiries received and making recommendations as to the course of action as needed in accordance with established policies and directives as well as assist in the administration or handling of submissions in accordance with established policies and directives, identifying issues on which applicable legislation, policies and directives may be silent or where decisions would be precedent setting to the Commissioner. Judgment is also required in assisting in the preparation of reports, opinions and the summary of reports in a concise, accurate and informative manner based on best practices and experience and providing recommendations on approaches to situations based on past practices and experience to the Integrity Commissioner.

Confidentiality:

Job is responsible for working with, developing, discussing confidential information and adhering to Office of the Integrity Commissioner policies and procedures to safeguard information.

Impact:

The position provides highly specialized, non-partisan legal advice to the Integrity Commissioner and General Counsel on issues that have organization-wide impact; must impress upon the importance of dealing with sensitive issues in an appropriate way that is consistent with the law and which is strategically beneficial for the advancement of the reputation of the Office of the Integrity Commissioner.

Contacts:

Wide range of contacts that involve the need to provide explanation, respond to questions and provide information on the mandate of the Office under the various acts. Therefore, requires the use of precise language and careful articulation of legislative interpretation and requirements.

Contacts range from MPPs to public servants, and senior officials within the Ontario Public Service.

Supervision:

No formal supervisory responsibility. Position provides high level legal advice to Commissioner and provides guidance and work instruction to Disclosure of Wrongdoing and Lobbying teams on legal matters.

Working Environment:

Position operates a PC using a keyboard while sitting and sometimes standing and walking around as required. Position requires a normal combination of visual/mental/aural concentration on a regular basis when reading and writing in preparing procedural research materials/documents and sources.