



Corporate Secretary
Office of the Regional Executive Director

Title

Corporate Secretary – Office of the Regional Executive Director

Scope of Responsibilities

The Corporate Secretary for the Halifax Regional Centre for Education provides planning, support and advice to the Regional Executive Director and senior staff in the areas of policy development and implementation, privacy and access legislation, issues related to human rights, and other legal matters. The Corporate Secretary maintains the Centre's corporate records, acts as an official agent of the Centre on access and privacy matters, and provides leadership in policy development. Working collaboratively within a team environment, the Corporate Secretary reports directly to the Senior Staff Advisor.

Competencies Required

The Corporate Secretary for the Halifax Regional Centre for Education shall have the following competencies:

- (a) Thorough understanding of the Nova Scotia education system and all relevant legislation;
- (b) The knowledge of and experience with policy in an educational setting;
- (c) The knowledge of operations at a senior administrative level within a large organization;
- (d) The ability to write policy as required to support the Centre's goals and strategic priorities;
- (e) The ability to apply a thorough knowledge of the Legal Profession Act, Regulations, Code of Professional Conduct, Practice Standards, Civil Procedure Rules and rules of evidence;
- (f) Excellent organizational, decision-making and problem-solving skills;
- (g) The ability to work effectively as a member of a senior management team;
- (h) Strong interpersonal, oral and written communication skills;
- (i) Demonstrated competency in areas of technology with proficiency in word processing, spreadsheets, and databases;
- (j) The ability to maintain and promote confidentiality;
- (k) The ability to work cooperatively and communicate effectively with the Centre's senior staff and other significant partners, both internal and external, to the school system;
- (l) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (m) The desire and ability to engage in continuing education and professional development.

Qualifications

- (a) Member of the Nova Scotia Bar with a minimum of 5 years relevant experience in the practice of law;
- (b) Mediation and alternate dispute resolution training and/or experience;
- (c) Thorough knowledge of the Legal Profession Act, Regulations, Code of Professional Conduct, Practice Standards, Civil Procedure Rules and rules of evidence;
- (d) Training and experience in an educational setting an asset.

Specific Job Components

The Corporate Secretary for the Halifax Regional Centre for Education shall perform those tasks assigned by the Senior Staff Advisor. These tasks may vary from time to time with the evolution of the organization and may include, but not be limited by the following:

- (a) Providing counsel and support (legal, policy and risk management advice) to the Regional Executive Director of Education, senior staff, departments, and principals on a wide range of legal issues affecting the Centre's programs, activities, operations and decision-making;
- (b) Advising on the most confidential level and maintain solicitor-client privilege;
- (c) Obtaining opinions and interpretations of legislation and Centre policy as required by the Regional Executive Director's office;
- (d) Conducting research, preparing briefs, and other legal documents;
- (e) Managing litigation, human rights complaints, and other proceedings against the Centre;
- (f) Monitoring compliance reporting;
- (g) Coordinating external counsel on behalf of the Centre;
- (h) Providing support as required to facilitate the policy development and business planning functions of the Centre;
- (i) Acting as the official designate for the Regional Executive Director on matters relating to privacy and access (i.e. FOIPOP; PIIDPA, etc.);
- (j) Ensuring the implementation and maintenance of an effective records management system for the Centre's central offices;
- (k) Attending committee and other meetings as requested;
- (l) Other duties as required.