

PUBLICATIONS COUNSEL

Full-time Permanent Position

The College of Physicians and Surgeons of Ontario's (CPSO) Hearings Office is seeking a highly knowledgeable lawyer to join their team in the role of **Publications Counsel**. As a key member of the Hearings Office reporting to the Hearings Manager, you will provide legal advice and support to the Hearings Manager, staff and adjudicators of the Discipline Committee and Fitness to Practice Committee. While not providing legal advice to adjudicators with respect to procedural, evidentiary or other legal matters that may arise during a hearing, duties will include advising adjudicators and staff on preparing draft orders, editing draft reasons for decision, summarizing decisions for the public register and publication of decisions of the Discipline Committee. You will also work on projects related to practice, policy and rules of procedure and education.

Your strong knowledge of administrative law and strategic judgment will allow you to communicate clearly and persuasively with a diverse set of stakeholders regarding committee practice, procedure and decisions, including committee members, legal counsel, staff, and members of the public, and prepare training and educational materials for committee members. Your exceptional writing and editing skills and attention to detail and accuracy will allow you to prepare order and decision templates, edit draft reasons for decision, and summarize decisions for publication.

This position will be a good fit for someone who prides themselves on their in-depth knowledge of administrative law and tribunals and their ability to translate that knowledge into their communications and practice.

Qualifications:

- Law degree and 5 years' experience working before or in a regulatory body, tribunal and/or administrative law setting
- In-depth knowledge and understanding of administrative law, knowledge of best practices and innovative approaches in administrative tribunals.
- Experience with decision writing and guidelines around publication of decisions
- Current and highly proficient editorial, legal research and writing skills
- Strong analysis, research and policy skills to support review and maintenance of policies and procedures relating to hearings and administrative practice
- Sound and strategic judgment in developing, analyzing and applying complex information
- Demonstrated interpersonal skills to foster positive public and stakeholder relations
- Ability to read and/or edit French text is an asset

How to Apply: Forward your cover letter and resume to counsel@hrassociates.ca by **November 9th, 2018**. For more information, please contact Heather Lucas at counsel@hrassociates.ca or 416-237-1500 ext 242.

For more information please visit the College of Physicians and Surgeons of Ontario at www.cpsso.on.ca

The College is committed to hiring practices that support accessibility for people with disabilities, employment equity and diversity in the workplace. The College actively seeks to increase their diversity by welcoming applications from women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity. Applicants with a disability may request accommodation at any stage of the recruitment process by contacting the Human Resources Department.