

The College of Physicians and Surgeons of Manitoba (CPSM)

GENERAL COUNSEL

Full Time Position, Commences September 2017

The CPSM is the statutory body responsible for maintaining standards of medical practice within Manitoba in accordance with its governing legislation, regulations, and by-laws. Its key responsibilities include qualifications, standards of practice discipline of its members all for the protection of the public. The CPSM is governed by its Council and its day to day operations are overseen by the Registrar. It is seeking a well-qualified, highly motivated senior counsel to provide legal services in a dynamic, challenging and rewarding environment.

Responsibilities:

Reporting to the Registrar, the successful candidate's primary responsibility will be to ensure that the CPSM is operating legally in the manner in which it fulfills its statutory mandate and conducts its affairs. This will require providing legal advice and support services to the Registrar, Council, Committees of Council and CPSM staff on all aspects of CPSM affairs. This will include:

- involvement with setting strategies and implementing strategic goals of the CPSM from a legal perspective;
- rendering legal advice personally and in consultation with other CPSM legal counsel or outside legal experts;
- maintaining awareness of the affairs of the CPSM such that the CPSM's legal risk is managed by the identification of issues that could cause harm to the CPSM;
- understanding and identifying the implications of any legal action or inaction by the CPSM in relation to its legislation, regulations, by-laws and policies by conducting ongoing reviews, interpreting and providing specific legal advice as to the impact of existing legislation, regulations, by-laws and policies and the need for amendment to and/or creation of new provisions to respond to the ongoing needs and priorities of the CPSM;
- providing guidance to Council and the Registrar regarding governance and procedures and leadership and participation in special projects.
- Transitioning the CPSM to new governing legislation under *The Regulated Health Professions Act*.

Specific tasks in the fulfillment of this role will include:

1. Drafting a variety of documents, including, contracts, CPSM by-laws, Council agenda items, CPSM policies and procedures, standards of practice for medicine and legislation proposals for submission to government.
2. Drafting correspondence for the Registrar and other CPSM staff.
3. Researching and drafting of discussion papers or position papers in accordance with the policies of Council.
4. Participating in CPSM liaison with government, the Regional Health Authorities, and other governing bodies.
5. Responding to legal proceedings against the CPSM.

Qualifications:

- Bachelor of Laws or Juris Doctor
- Practicing member in good standing with the Law Society of Manitoba
- At least 10 years relevant experience

Core Competencies:

- Ability to think and plan logically and strategically with vision and the ability to identify risks, problem solve and establish priorities;
- Excellent communication, analytical and interpersonal skills which foster strong working relationships with colleagues, members, and stakeholders;
- Demonstrated ability to write and think concisely and analytically;
- Ability to exercise sound and impartial judgment in conflict situations, including the ability to make informed decisions that take into account facts, goals, constraints and risks;
- Ability to focus on critical details while keeping the goal in mind;
- Skills in organization, time management and work management including the being able to work under tight time constraints and cope effectively with pressure and adversity and seeking out assistance when needed;

- Accountability for job responsibilities while ensuring high quality and job completion within specified time frames;
- Independent decision-making capacity within established guidelines, policies, and procedures;
- Excellent research, negotiating and drafting skills;
- Demonstrated leadership skills, including teamwork, fiscal responsibility, planning and priorities, and innovation;
- Computer knowledge and experience in a Microsoft Office environment.

Salary and Benefits:

We offer a comprehensive benefits package and a salary range has been established. Individuals will be placed in the range commensurate with qualifications and experience.

Contact:

Submit application and cover letter by **no later than noon on June 23, 2017** directly to:

Dr. Anna Ziomek, Registrar
CPSM
1000-1661 Portage Avenue
Winnipeg, Manitoba
R3J 3T7

Email - aziomek@cpsm.mb.ca

Please note that only short-listed candidates will be contacted for an interview. Thank you for your interest in this position.