



College of Physicians and Surgeons of British Columbia

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JOB DESCRIPTION

Paralegal, Legal Services (Pregnancy/Parental Leave Coverage – 12-month Contract)

POSITION SUMMARY

Reporting to the legal counsel, the paralegal supports the legal department and its functions, and has direct responsibility for assisting with the case management of complex files involving serious matters with a particular focus on the College's remediation and discipline processes under section 33(6)(c) and (d) of the *Health Professions Act (HPA)*, College Bylaws and College policies and procedures.

This role includes liaising directly with the registrar, deputy registrar, president, and various College staff. Responsibilities also include legal drafting of reasons, decision letters and formal legal documents, along with coordinating and summarizing investigative information.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- assist with the investigation, workup and preparation of matters for presentation to the Inquiry and Registration Committees including the management of serious complaint files
- attend committee meetings and record minutes
- implement an organized approach to file management by establishing criteria to be met at each stage of the review
- ongoing review, analysis and management of assigned files including sorting, indexing, categorizing, ordering, and organizing documents and data
- draft correspondence, submissions, legal memorandums and other documents ranging from simple to complex in accordance with College templates and procedures
- assist with the coordination and implementation of bylaw amendments including, drafting Board resolutions and liaising with the College's registrar, communications and public affairs department and other departments of the College as well as the Ministry of Health
- conduct investigations into the character and repute of registrants and applicants for registration
- research legal precedent and rules of procedure and analyze case facts and properly cite legal authority

- prepare, process and exchange information on highly sensitive, privileged and confidential matters and interact with third parties
- assist with the development and implementation of policies, procedures and work standards as well as provide ongoing maintenance of legal precedents and procedure manuals to achieve and enhance consistency/efficiency
- assist with general legal department overflow work as required
- attend registrant interviews and prepare post interview memorandums
- coordinate and schedule legal meetings and other internal meetings
- perform other duties, functions, and responsibilities as assigned by the legal counsel and the chief legal counsel

SKILLS AND QUALIFICATIONS

Required skills and qualifications include:

- paralegal certificate or diploma preferred, with a minimum of five years of work experience in a legal environment at a paralegal level
- solid working knowledge of administrative law principles and procedural fairness
- excellent written and oral communication skills, including legal drafting, editing and proofreading
- ability to dicta-type and record minutes of meetings
- proficient at internet research and legal research databases such as Westlaw®, LexisNexis®, and Quicklaw®
- advanced technology skills including the mastery of word processing, spreadsheet, telecommunications, database, and legal research software
- ability to work with discretion in preparing and handling information of privileged information, with attention to detail
- critical thinking, analytical and problem-solving abilities
- ability to take direction, work both independently and as a team member
- ability to multi-task and prioritize a large workload effectively in a fast-paced environment and simultaneously balance competing priorities
- professional demeanour while communicating with internal and external parties
- ability to demonstrate strong work ethic and initiative in a team environment

The College of Physicians and Surgeons of British Columbia has been recognized as one of BC's top employers since 2011 and one of Canada's top 100 employers since 2014. Our goal is to attract, develop and retain highly talented employees. We offer an excellent working environment, opportunities for personal and professional growth, and a comprehensive benefits package.

All applications for this position must be submitted online at <https://www.cpsbc.ca/about-us/careers>.

We thank all applicants for their interest; however, only those selected for interview will be contacted.