



POSITION DESCRIPTION

Position Title	Legal Specialist
Organizational Component	PPP Canada
Supervisor Position Title	Vice-President
Position Classification	PPP-6

GENERAL ACCOUNTABILITY

Accountable for providing legal advice/services to project management teams and direction to external legal counsel for the procurement of PPPs, for ensuring legal/regulatory compliance in all project proposals and agreements, for working in collaboration and cooperation with project management teams to deliver completed Project Agreements, for contributing to successful conclusion of PPP procurements, and for the development of PPP policies and standardized contracting. Provides advice and assistance to senior management and Board on issues pertaining to the Corporation including governance, contracting and its authorities.

KEY ACTIVITIES

1. Provides challenge function on contract inclusions and wording and advances consensus on Project Agreements.
2. Provides expert law advice to executive on procurement law, contract law, and authority issues for both federal projects and P3 Canada Fund projects.
3. Provides legal advice on P3 Canada Fund Agreements.
4. Assesses and provides advice on a full range of areas/issues related to PPP Canada authorities and work which require legal knowledge, interpretation, and execution of legal requirements.
5. Leads legal teams and provides advice, interpretation, and requirements to external legal counsel representing project proponents in the area of project procurement. Drafts, reviews, negotiates, and facilitates consensus on Project Agreements.
6. Delivers legal services including issue analysis and research to support project planning and procurement teams; reviews contracts, Conditional Financial Agreements (CFA), Financial Agreements (FA), Request for Proposals (RFP), Request for Quotations (RFQ), and other PPP Canada documents for optimum statements of requirements and compliance with laws, regulations, policies, rules, and P3 Canada Fund criteria.
7. Develops and drafts Memorandum of Understanding (MOU), communicates requirements and obligations, negotiates inclusions/exclusions, addresses conflict of interest issues, and ensures the agreement is legally sound and enforceable.
8. Interfaces with the Department of Justice Canada legal counsel; influences the process to ensure optimum representation and challenge of legal opinion to solidify adequate legal coverage for all technical aspects of project development, project governance, and financial arrangements including active participation in financial closing.

9. Provides interpretation and dispute resolution during construction phase of projects; supports the project teams to ensure accurate implementation of agreements and project plans.
10. Represents PPP Canada on legal issues and communicates the requirements and implications of Project Agreement conditions and statements to officials within Treasury Board, Department of Justice Canada, external legal counsel, and others requiring explanation and understanding of the conditions, legal agreements, and requirements.
11. Advises senior management on legal issues pertaining to the Corporation including legal policy issues such as its authorities and accountabilities, Board governance, P3Canada Fund, contractual documentation, and other legal issues.

Statement of Qualifications

Position Title: Legal Specialist
Position Level: PPP-06
Date Created: January 2014

Education:

Successful completion of a university degree in Law.

Member in good standing of a provincial Law Society and/or Bar Association.

Language: Bilingual.

Experience:

12-15 years of related work experience in commercial and corporate law.

Experience managing teams of lawyers and generating consensus opinions.

Experience at the senior level handling procurement arrangements and contracting for either public or private sector clients.

Experience in coordinating legal projects and operations at senior levels of an organization.

Experience in applying research and analytical techniques for producing sound legal opinions.

Experience in providing advice to senior management.

Experience with Public Private Partnerships (P3) will be considered an asset.

Knowledge of:

Theories and principles of contract law in the Canadian context, with a specialty in commercial and contract law, backed by a thorough knowledge of economics, government, business administration, and legislative and regulatory processes.

The role, strategic priorities and services of PPP Canada, and its relationship to federal ministries, departments and central agencies, as well as to provincial, municipal and First Nations organizations.

Corporate governance structures relating to Canadian Crown Corporations, and the role of federal departments in the Government's P3 initiative.

Principles and techniques related to research and legal analysis, infrastructure procurement, project management, and communications.

Ability to:

Articulate briefings, and present reports and strategic advice for senior management.

Provide professional expertise on legal and procedural issues, policies and strategies to PPP Canada staff and to stakeholders.

Manage relationships with a variety of officials and legal representatives from the public and private sector.

Monitor and direct the participation of external legal professionals in the P3 project development process.

Provide technical expertise to project management teams on legal aspects of project development activities, review contract documents, risk allocation in business cases, draft and approve financial agreements for compliance with professional standards and legislative/regulatory requirements.

Ability to provide legal advice relating to: P3 processes, practices and tools to safeguard the Corporation and the Canadian public.

Personal Suitability:

Assuredness and defensibility of stance.

Attention to detail, analytical ability, and sound judgement.

Interpersonal skills including persuasiveness, tact and discretion.

Teamwork and coordination.

Creativity and adaptability.

Initiative and a sense of urgency.

If you feel that your skills and interests will complement our growing team, we want to hear from you. Send your résumé to careers-carrieres@p3canada.ca. Please reference the position you are applying to in your Subject line. PPP Canada thanks all applicants for their interest. While we carefully consider every application we receive, we contact only those candidates selected for an interview.