

# Associate Solicitor – Contracts / Commercial Law

## Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

## What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

## Position overview

Resumes are being accepted for the position of Associate Solicitor – Contracts / Commercial Law within the Legal and Court Services Department. Reporting to the City Solicitor, the successful candidate will provide legal representation and advice to City Council and City Departments primarily in relation to complex contract and general commercial law matters.

## Key duties and responsibilities

- Provide clear and concise advice to City Departments and City Council as required on a diverse range of general corporate and commercial matters, including business operations and municipal services.
- Work with the Project Management Office to support identified complex capital projects.
- Review, draft and negotiate sophisticated agreements in connection with commercial transactions (including procurement, RFPs, construction, infrastructure and IT projects) involving both public and private sector entities.
- Lead front-line negotiation and preparation of commercial contracts.

- Assist with the hand over of finalized, negotiated contracts to City Departments, and support ongoing management of such contracts throughout the contract lifecycle.
- Assist the City's project teams to avoid disputes or, where not possible, resolve them amicably, professionally and efficiently.
- Participate in mediations and arbitrations relating to commercial contract disputes.
- Support, and in some cases lead, the negotiation and creation of partnerships, corporations, and other joint venture entities in respect of targeted business pursuits.
- Interpret federal and provincial legislation / regulations and case law relevant to the City.
- Anticipate Department business issues, investigate underlying causes and develop and implement practical short- and long-term solutions to legal problems.
- Occasionally retain, instruct and manage external counsel.
- Support other internal counsel or external counsel with commercial contract litigation.
- Develop and continuously improve contract practices within City Departments.
- Anticipate, plan and conduct legal training sessions for City Departments.
- Deal with multiple internal and external stakeholders, including other levels of government.
- Meet tight deadlines and balance conflicting priorities.
- Assume leadership role, provide guidance and may lead individuals, teams or projects.
- Prepare and review Council and Committee reports.
- Attend Council and Committee meetings and other public meetings, as required.
- Perform other related duties as assigned.

## Qualifications and requirements

- Completion of a law degree.
- Five (5) or more years of corporate/commercial legal experience.
- Licensed to practice law in Ontario and a lawyer licensee in good standing of the Law Society of Ontario.
- Experience in a range of relevant commercial law matters gained from private practice and/or in-house.
- Excellent corporate / commercial legal skills, including excellent drafting, negotiation and attention to detail.
- Ability to communicate effectively with a variety of stakeholders, including senior management, City Council, and external stakeholders.
- Ability to work effectively both independently and in a team environment.
- Excellent business and political acumen, creativity, and sound judgment.
- Ability to accurately scope out length and difficulty of issues and set priorities.
- Ability to explain / present complex ideas in a clear and understandable fashion, and influence others.
- Knowledgeable on key industry trends and market changes and the ability to develop legal strategies accordingly.
- Advanced skills in Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Knowledge and understanding of the Occupational Health and Safety Act, the Ontario Human Rights Code, Workplace Safety and Insurance Act and Accessibility for Ontarians with Disabilities Act.
- Experience in public sector procurement, project management or municipal complex construction projects would be considered an asset.
- Candidates with an equivalent combination of education and experience may be considered.

## Pay/Salary

Non-Union Grade: 8: \$114,249.25- \$142,811.56

## How to apply

Qualified applicants are invited to apply using our **online** application system by **May 20, 2024**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.