



EXTERNAL

April 25, 2025

SOLICITOR

Labour & Employment and Municipal Law
Legal Services Division
(Permanent, full-time, Onsite; 75 hours biweekly)

Why Lethbridge?

Lethbridge is a vibrant, growing city of over 101,000 people, located just two hours south of Calgary and a short drive from the Rocky Mountains. With mild winters, sunny summers, and access to incredible outdoor recreation, it's a place where work-life balance truly thrives.

As home to the University of Lethbridge and Lethbridge College, the city offers a strong sense of community, innovation, and opportunity. We are proudly located on the traditional territory of the Blackfoot Confederacy and within the Métis Nation of Alberta, Region III, and we are committed to inclusion and reconciliation in all that we do.

At the City of Lethbridge, we value collaboration, creative problem-solving, and public service excellence. If you're looking to make a meaningful impact while advancing your legal career, we invite you to join our dedicated and forward-thinking team.

The Opportunity

As a **Solicitor with the City of Lethbridge**, you'll be part of a dynamic legal team that provides expert advice to the City, its departments, boards, committees, and related organizations—including our electric utility and land development operations.

This role places a **strong emphasis on labour and employment law**, supporting our **People & Culture** team in a largely unionized environment. You will:

- Provide legal advice and opinions on labour and employment matters
- Support grievance processes, arbitrations, and Human Rights issues
- Assist with collective bargaining preparation and strategy
- Advise on terminations, performance, accommodation, and disciplinary matters
- Draft a range of legal documents and liaise with external counsel as needed

Beyond labour and employment, you'll provide legal support to **City Council, the City Manager, and departments across the organization**. This may include:

- Advising on governance, policy, contracts, and procurement
- Drafting and reviewing agreements, bylaws, and resolutions
- Supporting boutique litigation and tribunal matters
- Interpreting legislative and regulatory changes
- Representing the City in hearings and meetings (some outside regular hours)

If you have worked with Integrity Commissioners or Ombuds functions, it will be considered a strong asset.

What You Bring

PEOPLE & CULTURE DEPARTMENT

Phone: 403-320-3911 • E-Mail: peopleandculture@lethbridge.ca
City Hall, 910 – 4th Avenue South, Lethbridge, Alberta, Canada T1J 0P6
Website: www.lethbridge.ca

You're a trusted advisor and relationship builder with the ability to break down complex legal concepts for non-legal audiences. You excel at navigating sensitive or high-stakes issues with professionalism and tact, and you're known for bringing sound judgment, a collaborative approach, and solutions-focused thinking to your work.

Your background includes:

- **LL.B. or J.D.**, with **8–12 years of legal experience**, ideally in the public sector or a unionized environment
 - **Member in good standing** with the **Law Society of Alberta**, or eligible for admission
 - Proven expertise in:
 - **Labour and employment law**
 - **Human Rights legislation**
 - **Civil Litigation**
 - **Municipal and administrative law**, including the *Municipal Government Act*
 - **FOIP and Canadian tendering law** (asset)
 - Strong drafting skills and policy development experience
 - High attention to detail, excellent communication skills, and a balanced, strategic mindset
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Why Join Us?

At the City of Lethbridge, we offer:

- A competitive salary range \$67.29 to \$84.11 per hour, commensurate with experience.
- Comprehensive benefits package
- Relocation assistance if you're joining us from outside the region
- Professional development opportunities to enhance your expertise.
- A supportive, respectful team culture focused on public service and innovation
- Join us and contribute to the legal foundation that keeps our city running smoothly and responsibly.

The City of Lethbridge is committed to diversity, equity, and inclusion in our workforce, and encourage applicants from historically underrepresented groups to apply.

For further information on this opportunity, please contact:

Brian Loewen, City Solicitor/Director of Legal Services, at 403-320-3043, or brian.loewen@lethbridge.ca

Qualified candidates are invited to submit their resume with cover letter, online at: www.lethbridge.ca

Closing Date: Friday, May 16, 2025, at 11:59 p.m.

All candidates are thanked in advance for their interest. Only individuals selected for interviews will be contacted.

Civic Admin. Association