



February 2019
Land Title and Survey Authority of British Columbia
Job Description

TITLE AND REPORTING RELATIONSHIP

Position:	Legal Counsel
Classification:	Excluded
Division:	Policy & Legal Services
Department:	Legal
Role Group/Category/Level:	Professional, Non-Technical 3
Location:	Victoria
Wage Type:	Salary

JOB PURPOSE

The Legal Counsel role provides legal representation, offers a broad range of advice on legal matters, and conducts legal research. The Policy and Legal Services Division sets LTSA's policy agenda and is accountable for the creation, evaluation, and continual updating of regulatory and policy frameworks and documents present within the LTSA that guide the way the business operates; helping the business to achieve its strategic goals - defining the possible, while navigating potential policy challenges.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Advises staff on questions of law and provides legal analysis based on established jurisprudence and legislation across a range of legal areas, including: real property and land title registration, administrative, privacy, corporate/regulatory, and contracts.
- Communicates and negotiate with external parties (i.e. regulators, external counsel, public bodies).
- Drafts commercial agreements, contracts, and other legal documents.
- Reviews and researches provincial legislation, regulations, case law, and best practices of other jurisdictions to develop and recommend corporate approaches to the LTSA's statutory services.
- Provides legal advice related to the operation and management of the land title and survey systems in BC with a view to ensuring certainty and reliability of the land title system is maintained.

- Investigates and advises on the resolution of *Land Title Act* Assurance Fund claims, including researching and analyzing legal matters to ensure compensation is administered in accordance with the law and to mitigate fund exposure to financial risk.
- Conducts necessary legal research to facilitate resolution of land title and land survey issues raised by complex or contested applications.
- Instructs and supports the management and resolution of legal matters referred to outside counsel.
- Contributes to and defines strategies for the introduction of corporate business changes and technological advances, evaluating the feasibility and impact of such changes.
- Maintains a comprehensive knowledge of the LTSA's mandate, priority initiatives, and strategic direction in order to provide practical legal support internally and externally as required.

QUALIFICATIONS

Education and Experience:

- A degree in law and current membership in the Law Society of BC
- A minimum of 5 years' experience post-call
- Considerable real property and corporate/commercial law experience required
- Administrative and privacy law experience preferred

Knowledge, Skills and Abilities:

- A sound working knowledge of relevant statute and common law pertaining to BC's land title system, including the *Land Title Act*, *Strata Property Act*, *Property Law Act*, *Land Act*, *Wills, Estates and Succession Act*, *Family Law Act*, and *Law and Equity Act*;
- Knowledge of the business of the LTSA or a proven capacity to quickly develop an understanding;
- Ability to establish and maintain effective working relationships with a wide variety of individuals or groups both internal and external to the organization;
- Strong analytical, strategic, and conceptual thinking;
- Exemplary verbal and written communication skills;
- Utilizes excellent judgment and decisive insight, displaying tact, diplomacy and interpersonal skills;
- Exercises a high degree of problem solving and conflict resolution skills;
- Maintains a high level of competence and personal and professional integrity and ethics;
- Demonstrates strong business acumen;
- Ability to effectively influence teamwork and cooperation within a diversified work environment;
- Strong computer literacy and sound working knowledge of Microsoft Office products.