

**WHO WE ARE:**

As owner and operator of more than 60 per cent of Alberta's total electricity distribution network, FortisAlberta's focus is delivering safe and reliable electricity to more than half a million residential, farm and business customers. The Company serves more than 200 communities with 116,000 kilometres of distribution power lines across Alberta.

<b>POSITION TITLE:</b>	Legal Services Specialist
<b>DEPARTMENT:</b>	Legal Services
<b>JOB FAMILY:</b>	Legal Services - Advance Support
<b>POSTING:</b>	E13-044
<b>WORK LOCATION/OFFICE:</b>	Calgary Courtyard
<b>JOB CATEGORY:</b>	Experienced non-manager
<b>STATUS:</b>	Permanent Full Time

**Application Deadline: March 11, 2013**

**Reports to: General Counsel & Corporate Secretary**

**DESCRIPTION:**

Under the general direction of the General Counsel & Corporate Secretary, the Legal Services Specialist will primarily be responsible for providing senior level administrative, legal and corporate governance support to the Legal Department.

**DUTIES & RESPONSIBILITIES INCLUDE (but not limited to):**

- Preparing, reviewing and analyzing legal and other documents under the direction of General Counsel or Corporate Counsel, including Board of Directors and Committee materials, disclosure and other reporting documents, contracts, management reports and letters.
- Handling highly sensitive and confidential business issues, including those related to human resources and labour relations legal matters, in an appropriate and professional manner.
- Acting as a liaison between the Legal Department and external legal counsel.
- Assisting in the preparation of the Legal Department budget, maintaining monthly invoices and accruals, tracking costs and reporting on variances.
- Performing all administrative functions of the Legal Department including travel arrangements and meeting requirements, appointment scheduling, filing and stationery orders.
- Entering SAP vacation and time entry.
- At the direction of the General Counsel or Corporate Counsel reviewing incoming information, performing research and preparing briefing papers on items of significance.
- Assisting the Compliance Officer and Privacy Officer in reviewing and responding to certain regulatory compliance issues.
- Maintaining electronic and paper records for certain regulatory compliance filings (e.g. Code of Conduct, Inter-Affiliate Code, Privacy Policy); preparing compliance reports for approval by the Compliance Officer and submission to the appropriate regulatory authorities.
- Leading and/or participate in special projects and other duties, as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Exceptional organizational and time management skills with the ability to manage multiple priorities and competing demands with tight timelines.
- Demonstrated discretion and the proper handling of confidential information plus the ability to maintain confidentiality are essential; this includes a high degree of integrity and trust.

- Proven ability to develop and maintain effective relationships with internal and external stakeholders; this includes excellent communication, interpersonal and problem solving skills.
- Strong team building skills with the ability to work in a team environment and independently.
- Demonstrated initiative in recognizing opportunities for improvement and efficiency in processes and practices.
- Strong analytical skills in order to resolve issues and evaluate possible solutions.
- Demonstrated intermediate to advanced skills in using Microsoft Office applications (Outlook, Word, Excel, PowerPoint); familiarity with SAP would be an asset.

**EDUCATION & EXPERIENCE:**

- Degree or Diploma in Business or other related discipline plus a minimum of 5 years of related experience in a senior position within a corporate environment with exposure to senior executive or corporate secretary support; an equivalent combination of education and experience may be considered.
- Familiarity with corporate governance, securities, and regulatory laws and regulations would be an asset.
- Experience working in a regulated environment, preferably within the electrical utility industry, would be an asset.

**TO APPLY:** Email your resume and cover letter to: [CareersCanada@fortisalberta.com](mailto:CareersCanada@fortisalberta.com)  
Only those applicants to be interviewed will be contacted.

**Disclaimer:** When you apply for a position with FortisAlberta Inc. and/or provide your resume to us, we may use or disclose the information that you provide to determine your suitability for specific positions or future employment opportunities with FortisAlberta, to confirm your work history or qualifications, and to contact any references that you have provided with your resume or elsewhere in your application. In certain circumstances, we may be required to use or disclose your information in the manner that we have described. By providing your information to FortisAlberta we assume that you have consented to such activities. For further information, please refer to the FortisAlberta Privacy Policies (available at [www.fortisalberta.com](http://www.fortisalberta.com)) or contact FortisAlberta's Privacy Officer at [privacyofficer@fortisalberta.com](mailto:privacyofficer@fortisalberta.com).