

## Legal Counsel & Corporate Secretary

<b>Job Type:</b> Regular, full time	<b>Location:</b> Victoria, BC Canada
<b>Union/Excluded:</b> Excluded	<b>Criminal Record Check:</b> Required
<b>Salary Range:</b> Up to \$119,850.85	<b>Competition:</b> PC22:47394
	<b>Closing Date:</b> February 14, 2022
<b>Additional Info:</b> An eligibility list to fill future vacancies may be established.	

### Why choose us?

There is more to Pension Corporation than you might think. We are an award-winning organization with meaningful purpose-driven work, where staff have impact and create peace of mind for those we serve. We have cultivated an outstanding community rooted in respect, where employees are inspired to have courage, take action, and be at their best every day.

Our new nine-year strategic plan, *Plan 20/30: Our Future is Insight*, will guide us from 2021 to 2030. To learn about our aspirations and objectives and how you can be a part of a people-focused organization that is grounded in operational excellence, visit [bcpensioncorp.ca](http://bcpensioncorp.ca)

What we offer:

- A variety of work options (modified workweek, on-campus work, or a hybrid of work from home/on-campus)
- Incredible campus with collaboration spaces
- Ongoing training and professional development opportunities and scholarship programs
- Comprehensive extended health and dental benefits for you and your family
- Defined benefit pension program
- Health & wellness programs – lunchtime seminars, community activities and a comprehensive Employee & Family Assistance Program
- Opportunities to give back to the community and support not-for-profits
- Seasonal events and socials
- A robust awards/recognition program
- Discounts on BC Transit passes, travel and accommodation, cell phones and plans, and more

BC Pension Corporation is committed to the health and safety of our employees and is taking every precaution against COVID-19 while supporting our culture of community and connection in our hybrid workplace. We have implemented a COVID-19 Vaccination Policy that requires all new employees, as a condition of their employment, to confidentially self-disclose to the Corporation that they are fully vaccinated (two COVID-19 vaccinations). Details about the COVID-19 verification process will be provided at the time of offer.

## The opportunity

We are seeking a **Legal Counsel & Corporate Secretary** to join our team in **VICTORIA, British Columbia, Canada**.

Legal Counsel and Corporate Secretary acts as legal counsel for the BC Pension Corporation (the Corporation). Reporting to the Senior Legal Counsel, Legal Counsel provides expert legal advice to the Corporation working with staff and senior leaders in the Corporation's branches and program areas on a variety of complex legal, legislative, policy, compliance, and operational matters. The position is also the corporate secretary of the Corporation and works with the CEO and the Corporation's Board of Directors to manage the corporate secretary portfolio.

As our Legal Counsel and Corporate Secretary you will be engaged in fast paced, challenging, and exciting work, including providing leadership and support to enable the proper functioning of the Board of Directors and acting as a liaison between the Board of Directors and management.

## What do you need to succeed?

### Must have

- Must be a member of the Law Society of British Columbia in good standing OR eligible for call to the Bar within 120 days of the closing date of the competition. Successfully completing the requirements to become a member of the Law Society of British Columbia is a prerequisite of employment.
- Up to five years of call with related legal experience. Applications with greater than five years of call to the bar will not be considered.
- Related experience should include researching, analyzing, and developing advice or analysis respecting complex legal issues and working with clients and teams in a collaborative manner.
- Experience working independently, exercising judgment and tact in an environment with changing and competing priorities.

### Nice to have

- Demonstrated experience working in a corporate governance environment such as supporting a corporate board of directors is strongly preferred.
- Prior in-house legal experience is an asset.

To learn more about the **Legal Counsel & Corporate Secretary** position, please click the link to the job description at the bottom of the page.

## Application requirements

**Cover letter:** Recommended.

**Resume:** A resume is required as part of your application. Ensure your resume includes your education, the start and end dates (month and year) of your employment, and any relevant information that relate to the job requirements.

**Please submit your application through the “apply now” feature on this page.**

**Applications will be accepted until 11:59pm PST on the closing date referenced above. Late applications will not be considered.**

## Diversity & Inclusion

BC Pension Corporation is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment, assessment and selection processes and will provide reasonable accommodations upon request. If you require assistance or accommodation due to a disability, please email us at [jobs@pensionsbc.ca](mailto:jobs@pensionsbc.ca).

Thank you for your interest in working with us. We will let you know about your status in this competition as soon as possible. If you have questions about this opportunity, please email us at [jobs@pensionsbc.ca](mailto:jobs@pensionsbc.ca).