

# Cancer Care Ontario

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## Action Cancer Ontario

620 University Avenue, Toronto ON, M5G 2L7

tel: 416.971.9800 fax: 416.971.6888 [www.cancercare.on.ca](http://www.cancercare.on.ca)

### VACANCY/POSTE VACANT:

DEPARTMENT/DÉPARTEMENT:

REPORTS TO/SUPÉRIEUR HIÉRARCHIQUE:

LOCATION/EMPLACEMENT:

STATUS/SITUATION:

No. of VACANCIES/Nombre de POSTES VACANTS: One hire

POSTING DATE/DATE D’AFFICHAGE:

CLOSING DATE/DATE LIMITE:

### Law Clerk and Board Coordinator

Legal and Privacy

Assistant General Counsel and Director,  
Legal and Privacy

Toronto, Ontario

Permanent Full-time

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### POSITION SUMMARY/RÉSUMÉ DU POSTE:

CCO is seeking a Law Clerk and Board Coordinator to join its in-house legal team. The Law Clerk and Board Coordinator will be responsible for providing legal support to CCO’s in-house legal department, which provides legal services to CCO’s business units in the areas of corporate/commercial, technology, procurement and health law, as well as corporate governance, risk management, and compliance. The Law Clerk and Board Coordinator will also be responsible for providing support to CCO’s Corporate Secretary, as a coordinator and liaison for CCO’s Board of Directors (Board) and its committees (Board Committees).

### RESPONSIBILITIES/RESPONSABILITÉS:

The key responsibilities of this position are/Les principales responsabilités de ce poste sont:

#### Legal Support

- Assist lawyers with the preparation and drafting of correspondence and legal documents, including agreements, memoranda, policies, letters, minutes, and agendas;
- Perform legal research, due diligence, and document review;
- Organize and maintain files and records for the legal department;
- Act as a first point of contact for general questions and concerns for the legal department, and triage requests as required;
- Manage correspondence and communications for the legal department; and
- General administrative duties.

#### Coordination and Administrative Support

- Provide senior level administrative and coordination support to the Corporate Secretary on all matters relating to the Board and the Board Committees;
- Act as a first point of contact for all matters relating to the Board and the Board Committees, including answering questions and concerns, and triaging requests as required;

- Collect information, and develop and distribute Board and Board Committee meeting materials, agendas, minutes, reports, presentations, communications, and other required materials;
- Coordinate Board and Board Committee meeting logistics, scheduling, travelling arrangements, orientation, and training;
- Manage Board and Board Committee correspondence and communications;
- Maintain Board and Board Committee records, documents, and internal website;
- Identify and collect the required information to support the development and tracking of operational activities and deliverables, to ensure objectives, standards, and timelines are adhered to; and
- Draft status/progress reports for the Corporate Secretary, including identification of risks, issues and decisions required.

#### **QUALIFICATIONS/QUALIFICATIONS:**

- A minimum of 3-5 years of experience as a law clerk;
- A law clerk diploma or certificate from an accredited institution and/or the Institute of Law Clerks of Ontario;
- Experience in corporate/commercial law and/or the health care sector;
- A minimum of 3-5 years of experience providing senior level administrative and coordination support to a Corporate Secretary and/or a Board of Directors;
- Excellent understanding of the processes and tools required to perform support, coordination and administrative activities;
- Excellent communication, interpersonal, and customer service skills;
- Ability to work well independently, and collaboratively in a team environment;
- Strong legal research, analytical, and legal drafting skills, with high attention to detail;
- Ability to work well under pressure and maintain strict confidentiality; and
- Strong organizational, problem solving, and time management skills.

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#### **Required Resume Format**

If you elect to apply, please prepare a basic, text-based version of your resume to paste into the text resume application box. Near the end of the application process after clicking on 'Submit', you will be invited to attach up to three separate files to your application. Please ensure one of these attached files is your formatted resume in either a .doc, .rtf, or .pdf format

#### **How to Apply**

To apply for this role, please visit the Cancer Care Ontario Careers website at:

[https://www.recruiting.site.com/csbsites/cancercare\\_ontario/JobDescription.asp?SuperCategoryCode=11963&JobNumber=740934&lang=en](https://www.recruiting.site.com/csbsites/cancercare_ontario/JobDescription.asp?SuperCategoryCode=11963&JobNumber=740934&lang=en)

#### **More about Cancer Care Ontario:**

Cancer Care Ontario (CCO) -- an Ontario government agency -- drives quality and continuous improvement in disease prevention and screening, the delivery of care and the patient experience, for cancer, chronic kidney disease and access to care for key health services.

Known for its innovation and results driven approaches, CCO leads multi-year system planning, contracts for services with hospitals and providers, develops and deploys information systems, establishes guidelines and standards and tracks performance targets to ensure system-wide improvements in cancer, chronic kidney disease and access to care

Our website is at <http://www.cancercare.on.ca>

We are guided in most part by the Ontario Cancer Plan at <http://www.ontariocancerplan.on.ca>

Information about Ontario's ColonCancerCheck program managed by Cancer Care Ontario can be found at <http://www.coloncancercheck.ca>

Cancer Care Ontario manages the medical procedures wait times information system for all Ontarians at <http://www.ontariowaittimes.ca>

View our listing of all other CCO current postings at: <http://www.cancercare.on.ca/careers>

Cancer Care Ontario is a HOOPP pension plan employer, see the details at <http://www.hoopp.ca>

Cancer Care Ontario is an organization committed to ensuring accessible services and communications to individuals with disabilities. Once an applicant has been selected for an interview, requests for accommodation can be made at any stage of the recruitment process. Applicants need to make their accommodation needs known when contacted.

To receive any CCO document required by the AODA and its standards not listed above or to receive any public document on CCO's website in an alternate format, please contact CCO's Communications Department at 1-855-460-2647, or at [publicaffairs@cancercare.on.ca](mailto:publicaffairs@cancercare.on.ca).

For users requiring Teletypewriter (TTY) Services, please see the instructions for using our TTY through the Bell Relay Service [here](#).

#### **À propos de Action Cancer Ontario:**

Action Cancer Ontario (ACO) est un organisme du gouvernement de l'Ontario qui cherche à susciter la qualité et l'amélioration continue touchant la prévention et le dépistage de la maladie, la prestation des soins et l'expérience des patients atteints d'un cancer, les maladies rénales chroniques et l'accès aux soins de santé essentiels.

Réputé pour ses innovations et ses approches fondées sur les résultats, ACO assure la planification pluriannuelle du réseau, établit des contrats de service avec les hôpitaux et les fournisseurs, élabore et met en œuvre des systèmes d'information, établit des lignes directrices et des normes et assure le suivi de ses objectifs de rendement pour susciter des améliorations dans l'ensemble du réseau au plan de la lutte contre le cancer, des maladies rénales chroniques et de l'accès aux soins.

Notre site web est à l'adresse:

<http://fr.cancercare.on.ca/>

Nos activités sont orientées en grande partie par le Plan pour la lutte contre le cancer en Ontario:

<http://fr.cancercare.on.ca/common/pages/UserFile.aspx?fileId=122821>

Vous trouverez de l'information à propos du programme ContrôleCancerColorectal de l'Ontario, qui est géré par Action Cancer Ontario, à l'adresse :

<http://health.gov.on.ca/fr/public/programs/coloncancercheck/>

Action Cancer Ontario assure la gestion du système d'information sur les temps d'attente avant les interventions médicales pour l'ensemble de la population de l'Ontario:

<http://www.health.gov.on.ca/fr/public/programs/waittimes/>

Pour consulter la liste de tous les autres postes actuellement offerts par ACO:

<http://www.cancercare.on.ca/careers>

Action Cancer Ontario est un employeur qui contribue au régime de retraite HOOPP:

<http://hoopp.com/Home-Page.aspx?LangType=3084>

Action Cancer Ontario tient résolument à assurer l'accessibilité de ses services et de ses communications aux personnes handicapées. Des mesures d'adaptation peuvent être demandées à n'importe quel stade du processus de recrutement sous réserve que le candidat ou la candidate satisfasse aux exigences justifiées du poste. Les candidats doivent communiquer leurs besoins lorsqu'ils sont contactés.

Pour recevoir tout document de ACO, requis par APHO et ses standards qui ne sont pas décrits ci-dessus, ou pour recevoir tout document public du Site Web de ACO, veuillez-vous adresser au Département de Communication de Action Cancer Ontario au 1-855-460-2647, ou à [publicaffairs@cancercare.on.ca](mailto:publicaffairs@cancercare.on.ca).

Pour les utilisateurs ayant besoin d'un télescripteur, veuillez suivre les instructions pour l'utilisation de notre télescripteur par l'entremise du service Bell Relay, [ici](#).