

EMPLOYMENT OPPORTUNITY



SIKSIKA NATION HUMAN RESOURCES

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SIKSIKA, ALBERTA
Toll Free: (800) 551-5724

Telephone (403) 734-5567
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DEPARTMENT: Siksika Nation Tribal Administration Law Office **COMP#:LLC04-01-29-10**

POSITION: General Legal Counsel

EXTENSION:

COMPENSATION & BENEFITS: Negotiable with experience **DATE POSTED:** Feb-22- 10

STATUS: Three Year Term Contract

DEADLINE: Mar-22-10

4:30 p.m.

General Statement of Duties:

This is a very visible role within the Siksika Nation Tribal Administration organization. The General Legal Counsel provides leadership to the Administration by providing business strategic, timely and accurate legal advice including advice on complex legal matters, litigation management, drafting legal documents, advising Administration as to legal rights. The General Legal Counsel will have fundamental day-to-day involvement with Senior Management.

CONTACT RECRUITMENT OFFICER FOR A COMPLETE JOB DESCRIPTION

Prerequisites and Qualifications:

To successfully fill this position, the candidate must be an active member and in good standing of the Law Society of Alberta, and able to perform each of the essential skills and responsibilities listed below with or without direction, on his or her own initiative, and on either an individual or in collaboration with outside counsel in certain matters, jurisdictions, or areas of law. In looking for the right person, we will heavily value first-hand and relevant experience in similar positions, successfully performed over a sustained period. We are seeking a professional with experience of a minimum of ten (10) years in a public, corporate or private practice and a progression of increasing responsibility building that experience

- In-depth experience in corporate, transactional work with an emphasis on employment law, litigation management skills, and strong negotiation experience
- Must have awareness of and sensitivity of cultural/influences in the community
- Ability to make sound and fair decisions based upon available information
- Educate management on employment issues, company policies, contracts, et al
- Excellent written and verbal communication skills
- High level of integrity and discretion
- Knowledge of finances an asset
- Excellent organization and time management skills; action-oriented self starter
- Work effectively under pressure

**SUCCESSFUL CANDIDATE MUST PAST AN UPDATED CRIMINAL RECORD CHECK
PRIOR TO EMPLOYMENT BEING OFFERED**

**SUBMIT APPLICATION/RESUME ALONG WITH COPIES OF EDUCATION AND OTHER
PERTINENT DOCUMENTS TO SIKSIKA NATION HUMAN RESOURCES**

**FOR FURTHER INFO & PRIOR TO FAXING PLEASE CONTACT:
CANDICE MANY HEADS, R.P.R. – RECRUITMENT OFFICER
Phone: (403) 734-5567**

NOTE: ONLY CANDIDATES GRANTED INTERVIEWS WILL BE CONTACTED BY PHONE