



DURHAM REGIONAL POLICE SERVICE

Job Posting

In-House Counsel (Full-time)

Job ID: 21595

Open: Mar 18, 2025

Close: Mar 31, 2025

Branch and Unit

Chief's Office / Executive

Employment Type

This is a full-time, regular position.

Vacancies

Vacancies: 2

Tentative start date: April 2025

Civilian Posting

Reporting to the General Counsel, the In-house Counsel provides legal guidance on a wide variety of matters relevant to policing including criminal law matters, professional standards and professional standards violations, labour and employment law, operational policies, privacy, information security, and other governance and legal matters. This position supports decision making in leadership, the Board, and human resources and advises on internal legal affairs related to matters such as complaints from the public, collective bargaining, grievance resolution, investigations, privacy, and regulatory compliance.

DUTIES & RESPONSIBILITIES

Legal Advice and Compliance Support

- Provide legal advice on criminal law, employment law, labour relations, human rights, professional standards, leaves of absence, and operational policies.
- Provide legal advice, research and opinions to the Chief, and to senior executive team and members as requested by the Chief or their designate; on summary legal matters
- Review policies and practices and recommend improvements to ensure compliance with employment-related legislation.
- Advise on workplace investigations, employee discipline, terminations, and dispute resolution strategies.
- Represent employer at court or administrative boards or tribunals.
- Provide counsel on privacy and confidentiality issues related to employee records and workplace policies.
- Negotiate and review operational protocols and agreements with other police services.
- Work with Board Counsel on significant contracts and MOU's.
- Respond to routine calls from members on summary legal matters (i.e. criminal, family, and property law)
- Attend senior management and Board meetings as required
- Provide such other advice as may be required

Litigation and Dispute Resolution

- Provide advice to employer to support arbitrations, employment-related litigation, human rights hearings, and administrative tribunal matters.
- Provide advice and support for escalated grievances, wrongful dismissal claims, or other escalated dispute cases.
- Represent and lead discussions to resolve matters.
- Provide general litigation and solicitor work on behalf of the Service in relation to summary legal matters and the Community Safety and Policing Act and related legislation
- Work in partnership with outside counsel contracted by the Service

Professional Standards and Workplace Governance

- Develop and implement policies related to workplace conduct, diversity and inclusion, accommodations, and occupational health and safety.
- Ensure compliance with internal codes of conduct, ethics policies, and professional standards.
- Support internal investigations related to employee conduct, workplace grievances, and compliance violations.
- To review and make recommendations regarding key directives and/or policies and amendments thereto including identifying new and emerging requirements based on court decisions

Leadership and Team Development

- Manage and mentor a legal support team, fostering professional growth and a culture of accountability.
- Delegate audit responsibilities effectively while maintaining oversight and ensuring high-quality results.
- Build team capacity to address current and emerging challenges.

QUALIFICATIONS AND SKILLS

- J.D. or LL.B. degree and membership in good standing with the Law Society of Ontario.
- Minimum of four (4) years of experience in employment law, labour relations, administrative law, or workplace legal matters.
- Experience in litigation, arbitration, mediation, and administrative tribunal advocacy.
- Experience as a Crown prosecutor.
- Experience in general corporate legal matters.
- Demonstrated ability to draft policies, legal agreements, and workplace regulations.
- Knowledge of matters of criminal law, criminal procedure, policing law, employment law and civil procedure.
- Experience leading others.

Hours

Monday to Friday / Day Shift (*may occasionally require flexibility in hours or overtime*)

Salary Level

This is a SOA Level 12 position \$176,375 to \$183,636 (2020-2024 Collective Agreement)

Selection

As part of the selection for this position, qualifications and skills listed in the posting will be assessed to measure the suitability of all applicants. Assessments may include, but not be limited to: resume review, skills assessment (s), interview(s), medical assessment, psychological assessment, functional abilities testing and/or background investigation.

Note: If you require accommodation at any time during the recruitment process, please advise the Human

Resources contact on the posting. Appropriate assistance will be provided pursuant to the Service's Accessibility directive.

How to Apply

For direct consideration, applicants must apply online by uploading a cover letter, resume, and certificate proving required education/training. Scan all required documents as one (1) pdf.file and upload when resume is requested. Human Resources is unable to accept e-mail, FAX, or in-person applications.

Durham Regional Police is an equal opportunity employer.

We thank all applicants for their interest; however, only those selected will be contacted.

Contact

Applications for the above position will be accepted until 1600 hours on the closing date of this posting. Questions may be directed to jobpostings@drps.ca