



NOVA SCOTIA BARRISTERS' SOCIETY

Employer: NOVA SCOTIA BARRISTERS' SOCIETY (NSBS)
Position: STAFF LAWYER, LEGAL SERVICES SUPPORT
Position Type: Permanent, Full-time
Job Location: Halifax, NS

About Us

As the regulator of the legal profession, the Nova Scotia Barristers' Society protects the public interest in the practice of law. The Society is the independent, trusted and respected regulator of the legal profession. Acting in the public interest, they provide leadership, value and support to a competent, ethical, inclusive and engaged legal profession.

The Society is committed to being a workplace that is free of discrimination, values diversity and is representative, at all job levels, of designated groups and the citizens we serve. We welcome applicants from groups who have historically faced barriers to employment. We encourage you to self-identify in your application.

[Learn more about the Society.](#)

About the Staff Lawyer, Legal Services Support

Legal Services Support (LSS) focuses on assisting lawyers and firms to deliver legal services competently and ethically, in large part through implementation of a Management System for Ethical Legal Practice (MSELP). The LSS Staff Lawyer works with a team of cross-departmental staff to proactively identify practice risk that can be addressed through proactive practice advice, educational and resource-based approaches. In response to this work, and through the MSELP and other regulatory programs, they create tools and resources to assist in mitigating risk in practice and provide advisory services to support the development of an effective management system for ethical legal practice. LSS staff lawyers work within the Education & Credentials (E&C) team to support the Society's educational and credentialing priorities broadly.

Key Responsibilities

- As part of the E&C team, offering support and advice to lawyers on practice management and regulatory issues;
- Providing assistance, support, resources and advice to lawyers in relation to the means by which they can achieve an effective MSELP, and tailoring the tools and resources to varying types of legal entities;

- Assisting the Society in maintaining awareness of emerging practice issues;
- Advising new firms on all aspects of regulatory compliance and best practices as part of the New Firm Registration program;
- Developing and providing workshops and education sessions on regulatory and practice management issues to lawyers, law firms and other legal entities;
- Developing additional practice resources based on results of data collected and analyzed;
- Liaising with other Society staff to identify risk, collect information, and provide resources to lawyers and entities;
- Working with the Lawyers' Insurance Association of Nova Scotia (LIANS), contribute to the Fraud Alerts service and LIANSWERS to ensure information is accurate and timely;
- Working with the Society's communications team, contribute to InForum newsletter with timely and relevant practice advice and resources;
- Maintaining a Practice Resource database on the Society's website;
- Supporting Society committees, working groups and other projects relating to practice support and MSELP;
- Liaising with counterparts nationally to identify best practices and develop practice supports;
- Assisting with other Society work as required.

Requirements, Skills, and Assets

This position requires significant initiative, sound judgment, excellent communication skills and the ability to analyze data and measure outcomes. The individual is a technology 'adopter'. They have experience in identifying organizational risk, developing and executing practice management strategies, facilitating and training, effectively communicating and having difficult conversations, and working cooperatively with colleagues and others. The LSS Staff Lawyer has a professional and mature demeanour, the ability to work with minimal supervision, and strong problem-solving skills. Excellent organizational, interpersonal and time management skills are required to manage the diverse workload and clients.

Requirements:

- Law degree and a substantial knowledge of the legal profession as well as law firm structure, culture and operations;
- Practicing member of the Nova Scotia bar or eligible for membership;
- At least 5 years experience in private practice.

Skills:

- Significant experience using technology-based law practice management systems, e.g., electronic file and practice management software, litigation software, accounting and billing software;
- Adult education experience and an ability to develop training materials and facilitate training programs;
- Ability to establish and manage multiple, competing priorities in consultation with stakeholders;
- Understanding of concepts of organizational risk and risk prevention strategies;
- Strong information management and relevant technical skills; e.g., database experience, report and presentation creation;
- Ability to coordinate, engage with and motivate staff to provide legal services support in a coordinated, consistent, and Triple P (proactive, principled and proportionate) manner;
- Well developed interpersonal and leadership skills;
- Excellent communication skills both oral and written;
- Ability to analyze situations, discern issues and communicate empathetically.

Assets:

- Formal communications and adult education training;
- Experience managing a legal practice.

How to Apply

If you're interested in this exciting career opportunity, please submit your application in confidence (including resume and cover letter) to the Society via email at hr@nsbs.org.

We offer a competitive salary based on qualifications and experience, a complete health and dental benefit package, a retirement savings program and flexible work options.

We thank all applicants for their interest, however only those considered for an interview will be contacted.

Closing date: This position will remain open until filled