



**African Nova Scotian Justice Institute (ANSJI) is accepting applications for a Managing Lawyer, Criminal Division.**

**GENERAL JOB SUMMARY:**

The Managing Lawyer will provide oral and written advocacy for the Legal Services - Criminal Division clients at the ANSJI. The Managing Lawyer will report directly to the Executive Director. The Managing Lawyer will possess knowledge and experience in criminal law, administrative law, and social justice litigation and/or policy reform, primarily focusing on proceedings before the criminal courts in Nova Scotia.

The Managing Lawyer will provide free independent legal information and advice to ANSJI's target population. The Managing Lawyer will assist in providing access to justice as persons navigate quasi-legal bodies such as proceedings before the Human Rights Commission of Nova Scotia.

The Managing Lawyer will work collaboratively with paralegals, law students, and volunteers of the Criminal Division. The Managing Lawyer will also oversee initiatives related to research and public legal education and deliver presentations on behalf of the Criminal Division.

The Managing lawyer will provide management, guidance, and leadership to the staff in the legal services- criminal pillar.

**ANSJI Mandate:**

To address issues of systemic racism in the justice system that negatively impact African Nova Scotians while ensuring fair, legal and constitutional treatment of all African Nova Scotian community members.

**ANSJI Vision:**

To create programs and services that adequately address institutional racism faced by African Nova Scotians and their families when dealing with human rights complaints, the justice system, all forms of law enforcement and incarceration. The ANSJI will be a place African Nova Scotians can turn to when seeking legal advice, guidance and advocacy that understands African Nova Scotians as a distinct people. Government, non-governmental organizations, academic institutions, and community



groups will look to the ANSJI as a leader in legal research, advocacy and education on justice issues affecting African Nova Scotian communities.

**Reporting Structure:** The Managing Lawyer will report to the Executive Director.

Key responsibilities of the ANSJI Managing Lawyer, Criminal Division:

- Triage and provide intake services for ANSJI clients;
- Carry a caseload of clients in criminal and youth justice matters;
- Provide consultative services to those in the criminal justice system seeking guidance on cases where anti-Black racism is or may be at play;
- Identify legal issues, conduct legal research, assess the merits of each case, and develop a case strategy in consultation with the Executive Director;
- Provide written and oral advocacy before tribunals and courts on behalf of ANSJI clients in collaboration with the Executive Director;
- Participate in appellate advocacy, strategic litigation and identify appropriate cases for impact litigation in collaboration with and under the direction of the Director;
- Organize and maintain organized legal files, documenting all work in an electronic database;
- Work to improve intake procedures, policies and practices;
- Support initiatives related to public legal education and community outreach to justice partners, and the wider legal community;
- Provide free independent legal information to ANSJI's target population;
- Work with the ANSJI team members to develop policy and legislative advocacy position papers for the ANSJI;
- Participate on boards, councils, and committees as necessary with the approval of the Executive Director; and
- Provide supervision and management to the staff within the criminal legal pillar.

Qualifications and Skills

- Demonstrated knowledge and understanding of African Nova Scotians as a distinct people and social issues affecting the community;
- Demonstrated ability to work in and with African Nova Scotian communities;
- Bachelor of Laws (LLB) or Juris Doctor (JD) Degree.
- Practicing member in good standing of the Nova Scotia Barristers' Society (and/or any other provincial law society) for a minimum of five years.



- Ability to apply an intersectional analysis and critical race theory lens to cases;
- Strong supervisory and management skills in leading, coaching and directing of lawyers and support staff;
- Ability to foster effective working relationships with peers, subordinates and external contacts and to work within a multi-disciplinary team environment;
- Must be a practicing member of the Nova Scotia Barristers Society in good standing (or the potential to become a practicing member);
- Experience working with social workers in a hybrid legal/clinical environment is considered an asset;
- Strong legal research, writing, analysis and oral advocacy skills;
- Courtroom litigation and/or tribunal written and oral advocacy experience;
- Ability to maintain a high level of confidentiality and exercise discretion when necessary;
- Ability to work independently and collaboratively in an open team environment;
- Excellent knowledge of Microsoft Office, case management software and related programs;

#### **Working Environment**

- Fast paced, high stress work environment, that will require you to be physically present in the courts, and in the community.
- The necessary technology to fulfil employment duties will be provided.

#### **Criminal Record and Vulnerable Sector Check**

Successful applicants are required to provide a Criminal Record Check (including Vulnerable Sector Search) before starting employment. While it is mandatory to submit a criminal record check, possessing a criminal record does not automatically eliminate you from being selected as the successful candidate.

Given the specific requirements of the job, certain criminal records may be deemed unsuitable for consideration as part of the selection process for the successful candidate.

**Hours of Work:** Hours of work are typically Monday to Friday 8:30-4:30pm (flexibility on start and end times) but some evening and weekend work may be required. ANSJI operates within a traditional work environment and anticipates that a significant portion of the work will be conducted within the community.

**Holidays:** Holiday pay is paid to all full-time and part-time employees in accordance with the Nova Scotia Labor Standards Code. ANSJI observes the following holidays:



- Salaried Workers: New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday in August (Natal Day), Labor Day, Truth and Reconciliation Day, Thanksgiving Day, Remembrance Day, Christmas Eve, Christmas Day and Boxing Day.
- All other days that may be considered holiday will need prior approval of the Executive Director.

**Vacation:** The Employee will be granted fifteen (15) days of vacation per annum and will be taken at agreed upon times by the Employee and Employer. Additionally, there are two designated "shut down" periods one in the summer and one in the winter months during which you will have time off. The Employee will be notified of these shut down periods in advance.

**Probation Period:** Successful candidates will undergo a 3-month probationary period to assess performance and suitability for continued employment.

**Start date:** To be determined by the Executive Director.

**Pension:** Upon completion of the mandatory probationary period, the employee will be permitted to join ANSJI RRSP pension matching program if interested, but this is not mandatory

**Benefits:** The Employee will be eligible to enroll in the ANSJI benefits program after successfully completing the probationary period. The benefits are mandatory unless waived by the insurance company if the Employee has comparable coverage.

We invite all applicants to submit a completed application consisting of a resume/CV and cover letter. Please submit your expression of interest to the ANSJI Operations Manager, Sarah Upshaw, at [sarah.upshaw@ansji.ca](mailto:sarah.upshaw@ansji.ca) subject line: *Staff Lawyer*, this position is open until filled.