



Solicitor II - Labour & Employment

Department: Legal Services

Designated Work Location: 185 King Street: "Remote with designated work location"

Position Type: Permanent, Full-time

Salary: \$3,745.94 - \$5,284.01 Bi-weekly

Posting No: 125692

Closing Date: March 28, 2025

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a respectful, diverse, safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

Job Profile

The Legal Services Department is responsible for providing legal advice and services with respect to all of the City's activities including conduct of real estate and corporate/commercial transactions, litigation and by-law prosecutions, claims/risk management, by-law drafting and statutory interpretation, contracts, labour and employment law and other areas specific to municipal corporations.

Under the general direction of the Director of Legal Services and City Solicitor, the successful candidate will have responsibility for the provision of advice and representation with respect to all facets of labour and employment law, representing the City before administrative tribunals and Arbitrators, and providing legal advice and services.

As the Solicitor (Labour & Employment), you will:

- Provide legal support to the rest of the Labour & Employment team at Legal Services.
- Perform your duties in consultation with, and under the guidance of, more senior Labour & Employment counsel at Legal Services.
- Provide legal advice and services on routine but sensitive legal matters to the City, its departments, and committees of Council ("clients").
- Conduct routine but sensitive litigation and other legal proceedings / negotiations.
- Provide advice and representation to the City in support of its labour relations with various unions, and in the interpretation of legislation and collective agreements.
- Appear on behalf of the City at grievance arbitrations and mediations, interest arbitrations and other related administrative proceedings, including hearings before the Manitoba Labour Board.
- Provide advice and representation to the City on employment law matters, including drafting employment contracts.
- Provide advice and representation to the City on human rights matters; and
- Provide general advice regarding labour and employment matters.

Your education and qualifications include:

1. Bachelor of Law (LL.B.) degree, of Juris Doctor (J.D.) degree, or other equivalent.
2. Minimum of 3 year's post-articling experience practicing labour and employment law, or 3 years' post-articling experience practicing in a related area of law.
3. Excellent verbal communication skills, including the ability to explain technical and legal information in plain language to all levels of the organization and external stakeholders.
4. Superior written communication skills with ability to compose a variety of confidential documents, policies, legislation and correspondence.
5. Excellent interpersonal skills including the ability to establish and maintain effective working relationships with individuals at all levels of the civic organization, external contacts, and the public.
6. Excellent organizational and time management skills to manage multiple priorities, produce high quality work, and meet deadlines.
7. Excellent problem solving and decision-making skills.
8. Strong negotiation skills using sound judgment, diplomacy and discretion when providing legal advice, persuasively advocating, and resolving contentious issues.
9. Knowledge of practices and procedures involving administrative tribunals and courts.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://www.canalliance.org/en/) <https://www.canalliance.org/en/> at application.

Conditions of employment:

- The successful candidate must maintain legal eligibility to work in Canada. If the successful candidate possesses a work permit, it is their responsibility to ensure the permit remains valid.



Human Resource Services Ressources humaines

- Membership in good standing with the Law Society of Manitoba.
- A Police Information Check satisfactory to the employer will be required from the successful candidate(s), at their expense. To obtain Police Information Check information please visit www.winnipeg.ca/police.

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume AND/OR Application Form (**Required**).
2. Cover Letter
3. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact [311](#).

Hours of Work: 8:30 a.m. to 4:30 p.m., Monday to Friday, overtime as required

Employee Group: Out of Scope, Grade 5

Position Reports To: Director of Legal Services

1. Where applicants do not meet all essential qualifications of a position, underfill arrangements may be considered

Only candidates selected for interviews will be contacted.