



## Legal Counsel

**Department:** Winnipeg Police Service  
**Designated Work Location:** 245 Smith Street, on site  
**Position Type:** Permanent, Full-time

**Hours of Work:** Monday to Friday, 0800 - 1600  
**Salary:** \$5,023.45 - \$7,334.09 Bi-weekly  
**Employee Group:** Out of Scope

**Posting No:** 126901  
**Closing Date:** Wednesday, April 29<sup>th</sup>, 2026

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.

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, 2SLGBTQIA+ 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**

Reporting directly to the Chief of the Winnipeg Police Service, the Legal Counsel provides legal and policy advice to the Chief of Police and throughout the organization, and leads and supervises the Legal Counsel Office. The Legal Counsel plays a key role in mitigating risks to the organization's interests and its ability to fulfill its mandate.

The Legal Counsel provides expertise and advice on potential legislative and policy changes, labour relations matters, disciplinary matters, hearings, inquests, and litigation.

The Legal Counsel represents and acts on behalf of the Service when working with the Attorney-General's Department, the Federal Justice Department, City of Winnipeg Legal Services, the Law Enforcement Review Agency, and judicial inquiries.

The Legal Counsel operates in a high-pressure environment, providing advice to the Chief of Police on sensitive matters that may impact public confidence in the Winnipeg Police Service, and/or result in the Service being required to pay damages or defend or discipline its members.

The Legal Counsel prepares documents and testimony for disclosure to various levels of court, inquests, arbitrations, and judicial inquiries. The context in which the Legal Counsel operates is also shaped by the growing complexity of the criminal justice system and the corresponding growth in the comprehensiveness of investigative strategies and tactics, as well as resulting complex legal cases.

**As a Legal Counsel, you will:**

- Represent the Service at hearings, inquests, and other meetings.
- Provide advice on legal requirements and organizational implications
- Supervise members of the Legal Counsel office, along with any outside counsel the Service may retain.
- Advise the Chief of Police and Police Service Management on labour relations matters.
- Act as a resource for examining and resolving disciplinary matters within the Service.
- Lead the Service through the litigation process, as necessary, in order to protect the organization's time, resources, and interests.
- Serve as a liaison between the Service and relevant agencies.
- Other duties as required

**Your education and qualifications include:**

- Bachelor of Laws (LL.B.) or Juris Doctor (J.D.) Degree.
- Member in good standing with the Manitoba Law Society and the Manitoba Bar Association.
- Minimum of 9 years' related experience providing legal counsel to executive-level management, preferably in a public sector and/or law enforcement context.
- Experience providing legal advice on staffing issues, including labour relations matters, discipline, and the interpretation of collective agreements.
- Experience participating in inquests and inquiries on behalf of a public sector agency, preferably a law enforcement agency.
- Experience providing supervision, leadership, and coaching to direct reports.
- Knowledge of relevant legislation including Police Service Act; FIPPA, PHIA, Manitoba Human Rights Code; and Criminal Code of Canada.
- Thorough knowledge of the application and interpretation of collective agreements.
- Demonstrated ability to use the Microsoft Office suite of software, most notably for word processing, email communication, and reviewing spreadsheets.
- Demonstrated ability to interact effectively with judicial officials and senior management.
- Ability to work in a judicial, political and public management environment.
- Demonstrated superior communication skills in a wide variety of formats.
- Demonstrated ability to provide sound judgments and offer constructive advice within tight time frames and under stressful conditions.
- Demonstrated ability to link long-term vision/opportunities to WPS deliverables and priorities.
- Strong facilitation and collaboration skills.
- Ability to work under stressful conditions.
- Ability to establish and maintain effective working relationships with a wide variety of people.
- The ability to establish and maintain a positive, respectful, safe and healthy work environment that supports the physical, psychological and social working relationships with members at all levels in a team environment

**\*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\\*\\*](#) at application.

**Minimum Requirements:**

- Canadian Citizen or Permanent Resident
- Minimum 18 years of age
- No involvement in any criminal activity within the last two years (including illegal drugs)
- No criminal record for which a Pardon has not been granted

**Conditions of Employment:**

- Ability to pass a level 3 Winnipeg Police Service security check and maintain clearance
- Maintain a valid Manitoba Class 5 Full Driver's License
- Must maintain membership to practice in profession

**HOW TO APPLY**

**Apply Online** including all documentation listed below:

1. Current Resume (**Required**)
2. Bachelor of Law (LL.B.) or Juris Doctor (J.D.) Degree – provide copy of Degree, Final Transcripts (must indicate graduated), or **Foreign Credential Academic Assessment (Required)**
3. Documentation showing member is in good standing with the Manitoba Law Society and the Manitoba Bar Association. (**Required**)
4. Proof of Canadian Citizenship or Permanent Residency – provide copy of one of the following documents: Canadian Birth Certificate, Canadian Passport, Canadian Citizenship Certificate or Card, Secure Certificate of Indian Status (Secure Status Card) OR Record of Landing (Landing Papers), Confirmation of Permanent Residence (COPR), Permanent Resident (PR) Card (**Required**)
5. Applications submitted without REQUIRED documentation will not be considered.

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

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.

**Position Reports To:** Chief of Police

**Only candidates selected to proceed in the process will be contacted.**