Winnipeg | Human Resource Services
Ressources humaines

Solicitor III – Procurement/Corporate & Commercial Law

Department: Legal Services
Designated Work Location: 3rd floor, 185 King Street; Hybrid with designated work location
Position Type: Permanent, Full-time
Hours of Work: 8:30 a.m. to 4:30 p.m., Monday to Friday, overtime as required
Salary: $109,834.797 - $154,932.828 annually, Out of Scope/Grade 6

Employee Group: Out of Scope

Posting No.: 127540
Closing Date: November 30, 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.

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.

For the purpose of this recruitment, Equity may be a factor in selection.

Consideration will be given to Indigenous Peoples.

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

Job Profile

The Legal Services Department is a full-service law office supporting all aspects of the operations of the City of Winnipeg. Legal Services lawyers typically work in one or more practice areas as part of the team and provide legal advice and support to all City departments, senior administration, boards and committees of Council.

The Legal Services Department provides opportunities for lawyers to develop individual skills and gain experience through involvement in both routine matters as well as the unique types of legal work required by a large municipal corporation. We provide a work environment that encourages and supports a healthy work life balance. Compensation and benefits are competitive, as well as providing long-term career opportunities.

Under the general direction of the Director of Legal Services and City Solicitor, the Department is arranged into the following practice groups:

- Grants & Governance, including by-law, policy work and program development
- Litigation - General litigation and by-law enforcement
- Labour, Employment and Human Rights
- Land Development
- Procurement
- Real Estate

As the Solicitor III you will:

- Provide legal advice, opinions and services to the City, its departments and committees of Council.
- Conduct complex and sensitive contract negotiations in general and in relation to major projects and using alternate delivery models (Progress Design Build, P3, Construction Management, Early Involvement, CCDC alternate delivery models).
- Conduct complex commercial transactions and negotiations related to major projects or requiring input from multiple practice areas.

- Provide legal opinions and legal services related to all stages of procurement through a public bid solicitation, including evaluation and award, interpreting contract terms, providing legal advice regarding contract administration, contract disputes and contract administrator appeals.

- Provide legal advice and input into procurement documentation (standard templates, general conditions, etc.), Purchasing Policy and Administrative Standard

- May provide legal support for a variety of matters, primarily focused on general corporate matters, corporate finance, governance and the preparation of agreements and transactions associated with those matters.

- Provide similar legal services in other practice areas, as required.

Your education and qualifications include:

1. Bachelor of Law (LL.B) Degree, Juris Doctor (J.D.) Degree, or other equivalent.
2. Minimum of seven years of post-articling experience, with at least five years in the areas of contract and procurement law or equivalent experience, with a preference for experience working on major projects and drafting complex procurement contracts.
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 the ability to compose a variety of confidential documents, policies, and correspondence.
5. Excellent interpersonal skills including the ability to establish and maintain effective working relationships with individuals at all levels of the municipal organization, external contacts and the public.
6. Excellent organizational and time management skills to work independently, 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 contract law, procurement law and procedures and related law.
10. Knowledge of municipal law and principles of natural justice.

***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://canalliance.org/en/ at application.

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Conditions of employment:

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- Police Information Check satisfactory to the employer will be required from the successful applicant at their expense
- Membership in good standing with the Law Society of Manitoba.

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: Director of Legal Services

1. Where applicants do not meet all essential qualifications of a position, underfill arrangements may be considered.
2. Flexible work arrangements may be available under Administrative Standard AS-018 – Flexible Workplace.
3. Although the posting is for a position to practice in the Procurement practice area, the incumbent may be reassigned to another practice area in accordance with operational needs.
4. An eligibility list may be established to fill current and future permanent and temporary positions and will remain in effect for 12 months.

Only candidates selected for interviews will be contacted.