

Job Description

Investigations Counsel - Professional Responsibility

Nature of Work

Reporting to the Director of Professional Responsibility, the position supports the mandate of the Law Society to regulate the legal profession and the practice of law, in the public interest. Investigations Counsel supports the Professional Responsibility Department through allegation intake, investigation and other discipline processes, in accordance with the Law Society Act, Rules and Code of Professional Conduct.

Key Responsibilities

- Answer inquiries from the public and Law Society members on procedures for filing and processing an allegation.
- Communicate with complainants and respondents regarding the status of allegation files.
- Analyse written allegations and documentation, discern issues, provide ethical analysis, and prepare preliminary reports for the Director of Professional Responsibility.
- At the direction of the Director of Professional Responsibility:
 - Carry out investigations, including the conduct of interviews with members, complainants and third parties, and gathering and assessing evidence.
 - Facilitate resolution of allegations with the parties.
 - Prepare privileged investigation reports for the Complaints Authorization Committee, including analysis of facts and evidence, opinions in respect of whether there is conduct deserving of sanction and an assessment of the appropriate disposition of the file.
- Act as a back-up to the Director of Professional Responsibility in:
 - Providing strategic advice on a variety of professional responsibility and disciplinary issues to the Complaints Authorization Committee.
 - Serving as the recording secretary to the Complaints Authorization Committee and preparing draft reasons as may be directed by the Complaints Authorization Committee.
- Research, analyze and provide advice and support to the Director of Professional Responsibility, Executive Director, Benchers and committees established by the governing body with respect to any and all related Society matters.
- Represent the Law Society with various stakeholders including members, the public and national committees, as required.
- Assist in researching, developing and implementing policies, procedures and standards.

- Ensure the safeguarding of all printed and electronic material, records and files in accordance with access to information and privacy protocol and legislation.
- Other duties as assigned by the Executive Director.

Qualifications

The incumbent must be a member in good standing of the Law Society of Newfoundland and Labrador or eligible for admission.

Competencies

- Knowledge of effective and efficient administrative/secretarial procedures and practices, and office procedures, practices, and etiquette.
- Demonstrated knowledge of Microsoft Office (Word, Outlook, PowerPoint, Excel).
- Aptitude for learning to use specialized databases.
- Excellent interpersonal and communication skills, both written and verbal.
- Effective organizational skills, forward-thinking, and attention to detail.
- Sound discretion, good judgment, and professionalism.
- Demonstrated initiative and the ability to work independently and contribute effectively to the team.

Executive Director

Effective Date: October 2026