

Legal Counsel

Inuvialuit Regional Corporation

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Position Description: Legal Counsel

General

The Legal Counsel, reporting to the Chief Administrative Officer (CAO), is responsible for providing legal advice, counsel and oversight on issues related to governance, operations, corporate structure, financings, real estate, securities, contracts and regulatory matters. In fulfilling this responsibility, the Legal Counsel will ensure the assets and the integrity of the company are protected and that all transactions are managed in a manner that meets the objectives of the Inuvialuit Final Agreement (IFA) and considers short and long-term risks. The Legal Counsel will assist the executive team and Board of Directors in the application of business judgment on all risk management and legal matters.

Specific Accountabilities

Legal Advisory

- Supports the CAO and CFO with information and opinions related to the formation and execution of business strategy.
- Advises on any legal, risk management and structuring matters relating to the strategic plan.
- Supports the CAO, CFO and executive team by providing strategic and tactical legal advice related to contracts, transactions, compliance, governance, potential conflicts of interest, legal exposures and risks.

Transactions and Due Diligence

- Works with the CFO and subsidiary management on contracts signed with vendors and contractors.
- Drafts and reviews key agreements related to operations, acquisition and disposal of properties, real estate development, new business ventures, and sales contracts.
- Conducts legal analysis and structuring of transactions.
- Drafts, reviews and negotiates a broad range of commercial agreements and transaction documents.
- Oversees contract law, including CCDC contracts on behalf of IDC Construction (IDCC) the organization's construction management subsidiary.
- Oversees and conducts due diligence investigations.
- Ensures outside counsel is retained as appropriate and manages these relationships.
- Provides project oversight, liaising and managing relationships with external legal counsel.

Compliance and Governance Matters

- Performs independent research and analysis of statutes, regulations and case law.
- Develops and maintains up-to-date expertise in and knowledge of laws and regulations in Canada, the US and internationally as applicable to Inuvialuit Regional Corporation (IRC) and its affiliates.
- Develops and maintains up-to-date by-laws for IRC's Community Corporations.
- Coordinates with external legal counsel and others as required to ensure adherence to laws and regulations.
- Communicates and liaises directly with regulatory bodies on behalf of IRC.
- Prepares and presents position papers and legal opinions to the CAO for major complex legal issues.
- Participates with the CAO and CFO in compliance-related programs. This includes informing and advising management of operating units affected by compliance issues and regulatory requirements, examining subsidiary activities for compliance with prevailing policies and practices, and analyzing data obtained for evidence of deficiency in controls, fraud, or lack of adherence to the law. Reports findings to the CAO and/or Chief Financial Officer (CFO), as appropriate.
- Drafts and reviews confidentiality and employment agreements.

Human Resources

- Supports the CAO and/or CFO in the management of employee disputes, termination, visa issues or labour standards violations.
- Fosters the corporate culture promoting teamwork, collaborations, integrity, ethics, and accountability.

Reporting Relationships

Reports to:	Chief Administrative Officer
Direct Reports:	None
Works Closely With:	Chief Financial Officer Paralegals (2) Other IRC Executives Leaders of IRC subsidiaries/divisions

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