



**Post
Secondary
Employers'
Association**

Legal Counsel – Level 1

Profile Date: April 2026

PSEA's Legal Counsel – Level 1 works as part of PSEA's Legal Services team and directly with the Executive Director of Legal & Sector Services, PSEA's staff, PSEA committees, senior human resources and finance administrators of member institutions, and government officials to enable effective and strategic decision-making on legal and labour relations issues in the public post-secondary sector.

PSEA's Legal Counsel- Level 1 brings a strong client focus and commitment to deliver a consistently high calibre of service, including reviewing, drafting and interpreting collective agreements and policy, ensuring compliance in legislation through legal research, communications and guidance to PSEA's members, providing advice regarding contract administration and grievance handling, and supporting members in labour litigation with sectoral impact.

KEY ACCOUNTABILITIES

Strategic Legal Services and Support

- Provides research, education, advice and opinions (verbal and written) to the Executive Director of Legal & Sector Services and/or PSEA on a variety of legal, labour relations and human resources issues relating to public post-secondary labour relations, and ensures this advice is aligned with sectoral and government policy directions and initiatives;
- Assists with the management of grievance and arbitration cases on sectoral issues and instructs or acts as junior legal counsel for such arbitrations;
- Acts as junior legal counsel for labour board applications, and in other forums as appropriate;
- Applies PSEA's sectoral arbitration strategy and makes recommendations to the Executive Director of Legal & Sector Services as to whether PSEA ought to take carriage of and fund arbitrations on issues of sectoral concern;
- Analyzes and reports to employers on legislation and arbitration awards of sectoral interest; and,
- Assists with the development of policy, guidelines and resource materials to support members with legal compliance.

Contract Administration

- Provides advice and interpretation to PSEA's labour relations team on the interpretation of collective agreements, including the relationship between sectoral (common) and local provisions;
- Prepares comparisons and initial drafts of collective agreement language.
- Participates in the maintenance of current and historical labour relations information and,
- Assists with communication to members and other stakeholders on PSEA's sectoral coordination of contract administration

Other

- Participates in PSEA committee and team projects, as required;
- Participates in or assists with collective bargaining, as required; and,
- Participates in, or advises on, other legal services, labour relations and human resources projects and initiatives, including member and staff training, as directed by the Executive Director of Legal & Sector Services.

QUALIFICATIONS REQUIRED

Education & Experience

- Law Degree and the ability to practice law in British Columbia;
- Between 0 to five (5) years of experience in labour law;
- Knowledge of relevant British Columbia labour and employment legislation such as the *Employment Standards Act*, *Labour Relations Code*, *Human Rights Code*, *Public Sector Employers' Act*, *Freedom of Information and Protection of Privacy Act*, and other applicable legislation;
- Ability to thoroughly research, analyze, synthesize, and document issues relevant to collective bargaining;
- Knowledge of recent developments in labour relations, human resources, benefits and compensation practices, labour law and other relevant areas; and,
- Experience in post-secondary is an asset.

Computer Application Skills

- High degree of computer literacy, including knowledge of Microsoft Word and Excel.

Demonstrated Skills & Abilities

- Demonstrated ability to function with a high degree of tact, diplomacy, and confidentiality; and to exercise judgment, initiative, and discretion;
- Demonstrated ability to work on multiple projects effectively;
- Demonstrated ability to work both independently and in a team-oriented environment, and develop and maintain effective working relationships with a variety of stakeholders; and,
- Excellent analytical, communication (written and verbal) and problem-solving skills.