



Position Description

Position Title:	Legal Summer Student
Team:	Legal Services
Reports To:	Senior Counsel
Classification:	Excluded

A. Position Summary:

The legal services team provides critical support to the Ombudsman and his operations. The Ombudsman can investigate complainants about public sector bodies including provincial government organizations, municipalities, school boards, publically funded universities, child protection services, and compliance with the *French Language Services Act*.

The Legal Summer Student will assist the legal team provide legal advice and research, investigations of complaints, policy development, and outreach.

B. Responsibilities:

Key areas of responsibility include but are not limited to the following:

- **Legal Research** – Conducts legal research and analysis on a variety of matters with the primary focus being, public and administrative law, municipal open meetings law, French language rights, and investigative procedure. Reviews relevant developments in the law, including legislative and regulatory amendments.
- **Complaints** – Assists legal counsel in their review, resolution and investigation of complaints about provincial government agencies including reviewing and analyzing documentation, identifying issues, conducting legal research, preparing investigation plans, interviewing witnesses, analyzing evidence and preparing draft reports and recommendations.

C. Position Qualifications

Education:

Completion of the second year of law school.

Experience:

Recent and relevant experience in research legislation and policy. Preference will be given to experience with public and administrative law, administrative investigations.

Personal Suitability:

Excellent communication skills and a high degree of professionalism.

Demonstrate good judgment, discretion and initiative.

Language Competency:

English: superior ability to communicate in writing and orally is required.

French: ability to communicate in writing and orally at the advanced level or higher is a significant asset as incumbents may assist with French language services rights files.

Knowledge, Skills and Abilities:

- Strong analytical skills to assess the applicability of legal principles and relevance of evidence.
- Strong interpersonal skills.
- Excellent organizational, administrative and time management skills.
- Demonstrated ability to work independently and in a team environment.
- Excellent written communication skills including the ability to synthesize research concisely and clearly.
- Strong research skills.



- Knowledge of the parliamentary and legislative process in Ontario and the role of the Ombudsman.
- Knowledge of Ontario government programs and services will be considered an asset.
- Proficient in the use of internet, word processing and email applications.

D. Work Environment

The Office of the Ombudsman offers a highly charged, demanding, energetic and challenging work place with opportunities to work on interesting cases directly affecting the citizens of Ontario. We emphasize a hard-working productive environment that encourages professional development and teamwork.

Physical Environment: The Summer Student works in an open-concept workspace, which is designed to facilitate teamwork and frequent consultation and professional communication among colleagues.

Hours of Work and Travel: The Summer Student may be required to work evenings and weekends as required with occasional travel for outreach and investigations.

Time Pressure: The Summer Student may have to deal with regular multi-tasking and the ability to deal professionally and competently with competing demands and priorities.

Effect of Errors: The Summer Student is expected to act with a high degree of integrity and professionalism at all times. Failure to present a professional, courteous and competent image or to provide accurate and timely information or advice or results has the potential to have adverse impacts for individuals, government officials, and on the office, its credibility, reputation and ultimately its operations.

Freedom to Make Decisions: The Summer Student will work under the direction of the Senior Counsel who will provide advice, guidance and support to the Student.

Interpersonal Communications and Contacts: The Summer Student is accountable for the quality of information and advice provided. All communications must be handled with a high level of professionalism, courtesy and respect.