



LEGAL COUNSEL

Department: Complaints

Reporting to: Director of Complaints and General Counsel

Language Requirement: Bilingual preferred (English and French)

Legal Counsel

Summary

The College of Nursing of New Brunswick (CNNB) is responsible for regulating Registered Nurses and Nurse Practitioners in New Brunswick in the interest of public protection through safe, competent, and ethical nursing care. Part of CNNB's mandate is to receive and manage complaints concerning the conduct, competence, or fitness to practice of nurses.

Reporting to CNNB's Director of Complaints & General Counsel, the Legal Counsel will work both independently and collaboratively to support the management of Complaints received by CNNB in accordance with the principles of procedural fairness and regulation in the interest of the public.

Duties and Responsibilities

The successful candidate will:

1. Assist General Counsel with management and oversight of complaints and discipline process.
2. Provide guidance to complaints department staff with respect to Rules of Procedure, best practices in administrative proceedings, and professional regulation.
3. Provide guidance and recommendations to the Complaints Committee.
4. Encourage, prepare, and review Consent Agreements, alternative complaint resolution proposals, Agreed Statements of Facts, and Joint Submissions on Orders when appropriate.
5. Prosecute complaints referred to the Discipline or Fitness to Practice Committees.
6. Communicate with experts and arrange for independent medical evaluations when necessary.
7. Draft submissions to and conduct hearings before the Discipline and Fitness to Practice Committees.
8. Communicate with respondents' legal counsel regarding matters relating to the complaints process.
9. Maintain up-to-date awareness of jurisdictional trends, best practice initiatives, and policies and practices related to complaints and discipline in regulated professions, especially in the nursing sector.
10. Complete other responsibilities as assigned by General Counsel from time to time.





Skills and Qualifications

1. Postgraduate degree in law (LL.B. or J.D.) with a minimum of 5 years as a practicing lawyer (experience in prosecutions, administrative law, or the regulation of professions is an asset).
2. Excellent written and verbal communication and presentation skills in both English and French.
3. Demonstrated excellence in communication, interpersonal skills, negotiation, and conflict management/resolution.
4. Ability to manage and prioritize multiple files and tasks.
5. Demonstrated capacity to manage stressful, confidential, and sensitive issues.
6. Member in good standing or eligible for membership with the Law Society of New Brunswick.

CNNB values a work environment that supports work life balance and offers a competitive progressive salary and benefits package.

Remote, in-office, or hybrid of both working models are possible. Salary range \$90,480 - \$124,000. Qualified applicants are invited to submit a letter of interest with resume to tmcintyre@cnnb-opinb.ca. CNNB thanks all applicants for their interest but only those selected for an interview will be contacted.

