



LAW COMMISSION OF ONTARIO
COMMISSION DU DROIT DE L'ONTARIO

EXECUTIVE OFFICER POSITION

The Law Commission of Ontario (LCO) seeks a full-time Executive Officer for a one-year contract that may be extended.

The Law Commission of Ontario (LCO) is Ontario's leading law reform agency. The LCO provides independent, balanced, and authoritative advice and recommendations on some of Ontario's most complex and far-reaching legal policy issues. Through this work, the LCO promotes access to justice, evidence-based law reform and public debate.

For more about the LCO and its work, see www.lco-cdo.org.

As the Executive Officer, you will report to the Executive Director (ED) and support the ED's role both inside and outside the LCO. You will act as the primary contact and liaison for communications between the ED and stakeholders. You will provide financial, human resource, administrative, operational and logistical assistance to the ED to facilitate and further the LCO's work, agenda and objectives. You will also work with LCO Counsel from time to time as needed.

The successful candidate will have a university degree with at least five years of office or executive administration, including budget experience. The capacity to function fully in English and French is a significant asset. A complete job description is enclosed.

The LCO invites all interested individuals to apply and encourages applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Please submit your application electronically with a cover letter explaining briefly why you are qualified for and interested in this position. Please also provide your resume and the names and contact information of three references **by Monday, January 31, 2022**.

Applications should be submitted as **one single pdf document** to the attention of Nye Thomas, Executive Director, Law Commission of Ontario, at LawCommission@lco-cdo.org.

For further information, please email LawCommission@lco-cdo.org or call (416) 402-7267.

We thank all applicants for their interest, however only applicants to be interviewed will be contacted.



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EXECUTIVE OFFICER

Purpose:

Reporting to the Executive Director (ED), the Executive Officer (EO) supports the Executive Director's role both inside and outside the Law Commission of Ontario (LCO) and acts as the primary contact and liaison for communications between the ED and stakeholders. The EO provides assistance to the ED to facilitate and further the LCO's work, agenda and objectives in a range of academic and administrative areas. The EO is responsible for all financial, human resource, administrative, operational and logistical matters. The EO supervises the Administrative Assistant and also works with the LCO Counsel as needed. The EO coordinates with the Executive Officer of Osgoode Hall Law School for compliance of general administration policies and procedures.

Responsibilities:

EXECUTIVE SUPPORT AND ADMINISTRATION

The EO is the primary contact and liaison for communications between the ED and stakeholders internal and external to the LCO and liaises with funders, and supporters; manages the flow of communications including correspondence, reports, requests for information, and appropriate action in relation to such issues and communications; ensures effective management of the ED's calendar and administrative needs of the LCO; supports the ED in the development and implementation of LCO plans and projects, and ensures that events are within budget; drafts correspondence; researches policies and procedures; gathers and collates data, briefing notes, and files as required; undertakes special projects or parts of projects as required from time to time for the ED and ensures that they are completed by deadline and within budget; manages the records/information systems of the LCO with particular attention in regards to archiving and document management; manages a variety of sensitive and confidential information with discretion.

BUDGETING

The EO has full responsibility for all budget related matters: is responsible for the management of all financial resources, transactions and processes of the LCO, procurement, including monthly reconciliation of financial statements, monthly and bi-weekly payroll, and collection of outstanding funding commitments; works with the ED to develop and implement internal policies, procedures and guidelines, and liaises with University personnel, funders and other external officials regarding any financial matters; in consultation with the ED develops and prepares budgets, financial reports and analysis on a regular basis or as required such as monthly statement of operations, quarterly reports, financial forecasting and final reports; ensures that all required reports to funders are compiled and submitted; coordinates the annual audit of the financial statements; prepares all financial documents for signature; responsible for corporate cards and processes relating to procurement of office supplies and equipment, and all appropriate maintenance contracts; and maintains financial records.

HUMAN RESOURCES

The EO is responsible for maintaining employee and student files; coordinating and providing support in the recruitment and appointment process for full-time, part-time and contract staff; liaising with the Osgoode Hall Law School Executive Officer to ensure compliance of all established guidelines, procedures and policies for the hiring of LCO staff; managing recruitment activities such as preparation of advertisements, reviewing applications for requirements, requesting missing information, arranging and

preparing interview materials (CVs, cover letters, questions and tests) for the interview committee, preparing contracts for the ED's signature, preparing ETFs, and preparing unit-specific orientation for new staff; and maintaining attendance records for staff.

The EO supervises the Administrative Assistant.

BOARD & STANDING ADVISORY COMMITTEES

The EO coordinates interactions between the ED and members of the Board of Governors (BoG) and particularly the Chair and the Standing Advisory Committees (Community Council and the Law School Research and Liaison Group); serves as secretary to meetings of the BoG; coordinates meeting logistics such as room booking, catering, and audio-visual set up; circulates relevant materials for meetings and follows up on issues that arise through meetings.

FACILITIES, HEALTH & SAFETY

The EO manages the maintenance of the LCO facility, including its telephone system and HVAC (heating, venting and air conditioning), and ensures that the facility is always clean, presentable and promotes a professional image. The EO is registered as the Health & Safety Officer with York University's Health, Safety & Employee Well-Being and is responsible for maintaining a safe and secure work environment within LCO. The EO is accountable for responsibilities set under Section 27 of the *Occupational Health & Safety Act*, ensures compliance with Section 28 of the *Occupational Health & Safety Act*, and is the Emergency Contact for the LCO (in addition to the ED).

Direction Received:

The EO works under the general direction of the ED and with independence of action within the duties and responsibilities outlined above. The EO is expected to use initiative in ensuring that the work of the LCO runs smoothly and in addressing unexpected issues, consulting with the ED as needed. Some evening and weekend work may be required from time to time.

Qualifications and Experience:

The successful candidate will have an undergraduate degree with a minimum of five years providing a full range of executive support to a senior leader or administrator. The successful candidate will have experience in developing and managing budgets and financial reporting. The capacity to function fully in English and French is an asset.

Skills:

The incumbent must be able to make quick, firm, rational decisions to resolve issues or problems that arise. Excellent advising, planning and writing skills. Ability to establish priorities. Proven ability to exercise initiative, sound judgment, tact and diplomacy; and maintain confidentiality. Good judgment in knowing when to seek the advice of the ED in carrying out responsibilities. Ability to establish priorities given competing time demands. Intermediate to Advanced computer skills in Adobe and Microsoft Office, including Word, Excel, PowerPoint, Outlook.