



The African Nova Scotian Justice Institute (ANSJI) is accepting Expressions of Interest letters for a Director of Legal Services to support the work of ANSJI.

ANSJI MANDATE

To address issues of systemic racism in the criminal justice system that negatively impact African Nova Scotians while ensuring fair, legal, and constitutional treatment of all African Nova Scotian community members.

ANSJI VISION

To create programs and services that adequately address institutional racism faced by African Nova Scotians and their families when dealing with human rights complaints, the justice system, all forms of law enforcement and incarceration. The ANSJI will be a place African Nova Scotians can turn to when seeking legal advice, guidance and advocacy that understands African Nova Scotians as a distinct people. Government, non-governmental organizations, academic institutions, and community groups will look to the ANSJI as a leader in legal research, advocacy and education on justice issues affecting African Nova Scotian communities.

JOB SUMMARY

The Director of Legal Services is a thoughtful leader and strong manager who will oversee ANSJI's direct legal services and legal advocacy programs. The position reports to the Executive Director, is a part of ANSJI's Senior Leadership Team, and contributes to overall organizational planning and management. The Director of Legal Services works closely with staff to develop a vision and strategies to ensure alignment of legal program systems and processes to support overall team success. This individual must be a strategic manager with strong interpersonal skills and the ability to communicate effectively with leadership and staff in a collaborative work environment.

Key responsibilities of the Director of Legal Services:

- Overall leadership and operational management of ANSJI Legal unit of the Legal Pillar including consulting with the Executive Director.
- Work with the Executive Director and other member of the ANSJI Senior Leadership team to advance the mandate of the ANSJI.
- Work Collaboratively with the Family and Child Welfare unit of the Legal Pillar.
- Creative delivery of high-quality legal services.
- Management of staff within the Legal Pillar.
- It is considered an asset to have experience with human rights matters, youth, criminal and community-based justice initiatives.
- Support the development and implementation of organization policies as well as the



development of a framework for the legal Pillar.

- Ensure smooth operations by adopting best practices and cohesive use of resources.
- Implement effective and efficient internal systems and procedures with documentation.
- Respond to trends in the field of social justice and changes in federal and provincial government policies and legislation.
- Provide guidance, advice, feedback, and support to the staff lawyers. Supervise pro-bono students as well as articling students as required.
- Carry a limited caseload with files that meet the strategic litigation criteria or otherwise have complex issues and/or the potential to have significant impact on the ANS community.
- Work to improve intake procedures, policies and practices;
- Support initiatives related to public legal education and community outreach to justice partners, and the wider legal community;
- Development of op-ed's to support the work of ANSJI.
- Engage in political strategic initiatives representing the interest of ANSJI both locally and nationally.

Qualifications and Skills

- Demonstrated knowledge and understanding of African Nova Scotians as a distinct people as well as social issues affecting the community.
- Must be a practicing member of the Nova Scotia Barristers Society in good standing (or the potential to become a practicing member).
- 5 years of experience as a practicing lawyer in social justice and/or policy reform.
- 5 years of management and leadership experience in law reform (i.e. leading the work of lawyers, paralegals and/or articling clerks, management of support staff).
- Supportive leadership, thoughtful, and collaborative leadership style. Has a team-building, collegial management style focused on training, working collaboratively, holding accountable, and mobilizing diverse internal and external partners.
- Excellent problem-solving skills, ability to juggle multiple ongoing projects and exercise good judgment under stressful situations.
- Experience creating, investing in, uplifting, and managing individual staff and teams; strong inclusive facilitation skills; experience building the leadership capacity of team members to innovate and achieve high impact.
- Strong relationship builder and communicator who values equity and justice, collaboration, accountability, and continuous learning.
- Grounded while working in a fast-paced environment; prior success with managing staff in a legal environment; excellent judgment, measured and operationally savvy.
- Can prioritize between and manage multiple demands.
- Demonstrated ability to effectively manage a team and provide mentoring and development



- of staff towards increasing levels of success.
- Superior written and oral communication skills.
 - Demonstrated ability to build relationships and work effectively, professionally, and collaboratively with a diverse range of partners, supporters, government officials, and clients, with a commitment to the highest ethical standards.
 - Excellent organization and time management skills to manage one's own work, as well as encourage the same in others to ensure timely completion of assignments and projects.
 - Experience in conducting and supervising complex legal research and analysis, considered an asset.
 - Ability to develop financial plans and manage resources.

Working Environment

- Fast paced, high stress work environment, that will require you to be physically present in the courts, and in the community.
- The necessary technology to fulfil employment duties will be provided.

Criminal Record and Vulnerable Sector Check

Successful applicants are required to provide a Criminal Record Check (including Vulnerable Sector Search) before starting employment. While it is mandatory to submit a criminal record check, possessing a criminal record does not automatically eliminate you from being selected as the successful candidate.

Given the specific requirements of the job, certain criminal records may be deemed unsuitable for consideration as part of the selection process for the successful candidate.

Compensation & Terms of Employment

The ANSJI Director of Legal Services will be a contract position ending on March 31, 2026. Compensation will be \$120,000-\$145,000 annually, based on years of experience. ANSJI is open and willing to discuss and negotiate secondments, reciprocal arrangements, and leave. We invite all expressions of interest.

Hours of Work: Hours of work are typically Monday to Friday 8:30-4:30pm (flexibility on start and end times) but some evening and weekend work may be required. ANSJI is operating with full-time onsite staff and office hours. ANSJI does not offer overtime.

Holidays: Holiday pay is paid to all full-time and part-time employees in accordance with the Nova



Scotia Labor Standards Code. ANSJI observes the following holidays:

- Salaried Workers: New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday in August (Natal Day), Labor Day, Truth and Reconciliation Day, Thanksgiving Day, Remembrance Day, Christmas Eve, Christmas Day and Boxing Day.
- All other days that may be considered holiday will need prior approval of the Executive Director.

Vacation: The Employee will be granted fifteen (15) days of vacation per annum (pro-rated based on start date) and will be taken at agreed upon times by the Employee and Employer. Additionally, there are two designated "shut down" periods one in the summer and one in the winter months during which you will have time off. The Employee will be notified of these shut down periods in advance.

Probation Period: Successful candidates will undergo a 3-month probationary period to assess performance and suitability for continued employment.

Start date: To be determined by the Executive Director.

Pension: The Employee will be permitted to join the employee will be permitted to join ANSJI RRSP pension matching program if interested, but this is not mandatory, at the 6-month mark.

Benefits: The Employee will be eligible to enroll in the ANSJI benefits program after successfully completing the 3-month probationary period. The benefits are mandatory unless waived by the insurance company if the Employee has comparable coverage.

We invite all applicants to submit a completed application consisting of a resume/CV and cover letter. Please submit your expression of interest to the ANSJI Operations Manager, Sarah Upshaw, at sarah.upshaw@ansji.ca subject line: *Director of Legal*, by Midnight on February 9, 2025.