

THE UNIVERSITY OF MANITOBA FACULTY ASSOCIATION - In-house Legal Counsel

UMFA's in-house Legal Counsel is accountable for the provision of Member services in the University of Manitoba Faculty Association. The Position reports to, and works under, the general direction of the Executive Director. Duties are as follows and are subject to amendment:

1. Responsibilities in contract administration and grievance handling. In this area, Legal Counsel:
 - a. provides legal advice and recommendations to individual members and to appropriate officer(s) on the interpretation, application, and administration of the Collective Agreement, and facilitates the decision-making process;
 - b. provides legal advice to individual members and to appropriate officer(s) with regard to grievance matters to ensure that full consideration is given to policy/legal issues, evidence and conflicting arguments in the decision-making process. Legal Counsel participates in each stage of the grievance process, and in conjunction with the elected officer prepares and presents arguments on behalf of the Member;
 - c. provides advice and recommendation as to conflict resolution to the appropriate officer(s) in situation of conflict between interests of individual members and Association policy;
 - d. works co-operatively as a member of a team with staff and elected officers in grievance handling, contract administration, and other duties. In particular, Legal Counsel works closely with the Grievance Officers;
 - e. may conduct legal research and analysis in the areas of administrative law, civil procedures, rules of evidence, labour relations generally, duty of fair representation, legislation, university policies and collective agreement provisions and other areas as required, both on one's own initiative and as directed;
 - f. drafts grievances or assists members in drafting grievances or appeals as appropriate. Legal Counsel also conducts investigations, interviews witnesses, and accumulates documentary evidence for individual grievance cases;
 - g. maintains ongoing records for individual cases and assists outside counsel in developing cases;
 - h. provides legal and strategic advice, information and assistance to Members with regard to employment matters, working conditions, University policies and the collective agreement provisions.
2. In supporting the work of Association committees, Legal Counsel acts as staff support and resource person as assigned.
3. The Legal Counsel will review proposed university policy and develop an UMFA response, in consultation with other staff members and association officers, as appropriate.
4. Other duties may be assigned from time-to-time.