

General Counsel, Secretary of the Board of Governors and University Privacy Officer

About Toronto Metropolitan University

At the intersection of mind and action, Toronto Met is on a transformative path to becoming Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current [academic plan](#) outlines each as core values and we work to embed them in all that we do.

We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to realize the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Métis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada.

In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our [next chapter](#).

Office of the General Counsel and Board Secretariat (GCBS)

The General Counsel, Secretary of the Board of Governors and University Privacy Officer is the senior leadership of the Office of the General Counsel and Board Secretariat. As a group of professionals with expertise in governance, legal services, and information access and privacy, GCBS plays a key strategic role in safeguarding and upholding the reputation of TMU. GCBS advises and assists the Board of Governors and TMU faculty and staff on policies, laws, governance, privacy, compliance, records management and risk management.

The Opportunity

Reporting to the President and Vice-Chancellor, the General Counsel, Secretary of the Board of Governors and University Privacy Officer (General Counsel) is Toronto Metropolitan University's principal advisor to the President, Board of Governors and senior administrators on governance

advice and a wide range of legal matters that face the University including, but not limited to, contracts, commercial transactions, administrative decision-making, real estate and construction, information and privacy, labour and employment, human rights, and litigation. This role leads a team of professionals with expertise in governance, legal services, and information access and privacy.

The General Counsel recommends the development of policies and processes or other interventions to mitigate the legal risks for the University. As an Executive Group member, General Counsel provides legal and governance advice and is responsible for senior decision-making and collaboration. This role has operational accountability for access to information, privacy, records management, and compliance.

Acting as a resource to Board Members, administrators and members of the TMU community, the General Counsel also plays a key communication role with respect to Board decisions, processes and governance best practices. Liaises with the Chair of the Board and the Governance Committee around the development of procedures and products to support Board decision-making. Provides advice on Board governance, the Toronto Metropolitan University Act, Rules of Order, Board by-Laws, policies and procedures, committee and Board activities, election procedures, meeting schedules, governance best practices and related matters to the Toronto Metropolitan University community and members of the public.

Qualifications

The ideal candidate for the role of General Counsel will have a Law degree, admission to the Law Society of Upper Canada and ideally 10 years call to the bar of one of the provinces. Knowledge of and significant experience in **some** or all of the following areas of law: contracts, commercial transactions, administrative decision-making, real estate and construction, information and privacy, labour and employment, human rights, and litigation. In addition, the ideal candidate will have demonstrated experience in governance and board practice; in-depth knowledge of the role of a board within higher education, broader public sector, and knowledge of bicameral governance. The successful candidate will have a proven track record with people management and communication skills in a multidisciplinary team in a complex executive environment.

To apply or explore this key leadership position further, please contact Jannet Nguyen, Director Talent Acquisition, Toronto Metropolitan University at jannet.nguyen@torontomu.ca.

Toronto Metropolitan University is committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise Jannet Nguyen at the e-mail address above if you require any accommodation measures to ensure you will be able to participate fully, in a fair and equitable interview process. Information received relating to accommodation requests will be treated with confidentiality.

Position Number	10000124
Reports To	President and Vice-Chancellor
Vacancy Type	FTCE
Employee Group	Senior Administration
Work Location	Hybrid (In-person and remote)
Start Date	ASAP
End Date	Not Applicable
Hours of Work	36.25 hours per week
Application End Date	June 5, 2023

Additional Notes

As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Toronto Metropolitan University's career site. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact hr@torontomu.ca. All information received in relation to accommodation will be kept confidential.

How to apply: Please follow the below link to the direct posting on our Careers site:

https://careers.torontomu.ca/psc/hrcgprd/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEA_RCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=374608&PostingSeq=1