



## JOB DESCRIPTION

<b>Job title: Legal Counsel &amp; Assistant Corporate Secretary</b>	
<b>Department: Legal Services</b>	
<b>Reports to: General Counsel &amp; Corporate Secretary</b>	
<input checked="checked" type="checkbox"/> <b>Full-time</b>	
<input type="checkbox"/> <b>Part-time</b>	

<b>PURPOSE:</b> Give a brief description of why the job exists and how it adds value to ATRF.
Reporting to the General Counsel & Corporate Secretary, the Legal Counsel & Assistant Corporate Secretary plays a crucial role in providing legal support, with a focus on contract negotiation and drafting, governance, legal research, policy development, and supporting legislative requirements. By delivering timely, strategic legal guidance, this role helps safeguard ATRF's interests, reduce risk, strengthen governance, and contribute to the organization's long-term resilience.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b> Give a brief description to state overall purpose, expectations and/or objectives of the position. Then add bullet points, listing the specific tasks and job duties of the position that are required on a daily basis. Items should begin with action words such as perform, responsible for, deliver, develop, etc.
<ul style="list-style-type: none"><li>• Provide legal advice and expertise on a broad range of corporate, operational, regulatory and legal matters including procurement, commercial contracting, overpayment recovery, privacy, and access to information requests.</li><li>• Draft, review and proofread legal documents, policies, and other materials to support business operations and ensure clarity and compliance.</li><li>• Conduct legal and policy research related to pension administration, governance, and legislation.</li><li>• Support Board governance by preparing and maintaining governance-related materials (including agendas, minutes, terms of reference, policies, and procedural documents) to ensure they meet fiduciary, regulatory, and best-practice standards and to enable informed decision-making.</li><li>• Monitor legislative and regulatory developments that may impact ATRF and assist with the rollout of change management initiatives.</li><li>• Build and maintain strong working relationships with internal and external stakeholders.</li></ul>

<b>EDUCATION AND WORK EXPERIENCE QUALIFICATIONS:</b> This section is used to describe what knowledge, skills and abilities are required to perform the daily tasks and job duties bulleted above. For education requirements indicate type of degree or diploma required, certifications and/or designations.
<ul style="list-style-type: none"><li>• LL.B. or J.D. from a recognized Canadian law school</li><li>• License in good standing with the Law Society of Alberta</li><li>• Three to five years of applicable legal experience</li><li>• Experience working in pension fund administration or financial services would be a considerable asset</li></ul>

**EDUCATION AND WORK EXPERIENCE QUALIFICATIONS:** This section is used to describe what knowledge, skills and abilities are required to perform the daily tasks and job duties bulleted above. For education requirements indicate type of degree or diploma required, certifications and/or designations.

- Strong legal research, analytical skills, and statutory interpretation skills
- Exceptional written and verbal communication skills
- Excellent interpersonal skills, with the ability to build relationships and collaborate effectively across all departments within the organization
- Demonstrative ability to work independently and effectively prioritizing tasks along with a strong sense of initiative and proactive problem-solving
- Strong attention to detail and accuracy, with a decisive and results oriented approach

**INDEPENDENCE OF ACTION/AUTHORITIES:** Describe the extent to which decisions and recommendations are made independently. (e.g., complexity of problem solving).

The role operates with a moderate level of autonomy, with supervision provided periodically. The incumbent exercises judgment in setting priorities and determining procedures, escalating only complex or unusual issues to the General Counsel & Corporate Secretary. Innovation and continuous improvement are expected as part of the role.

**LEADERSHIP, MANAGEMENT, SUPERVISORY & TEAM RESPONSIBILITY:** Describe the extent of responsibilities.

This position does not have direct supervisory responsibilities but may provide guidance or coordination to others on technical or professional matters. Collaboration and consultation with team members across departments is a necessary and significant aspect of this role.

### Signature

The electronic signature below indicates that the supervisor and Human Resources have read, discussed and agreed that the information accurately reflects the work assigned.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date