



## THE REGIONAL MUNICIPALITY OF DURHAM

### Legal Department

### Director, Legal Services and Deputy Regional Solicitor (Regular Full-Time)

Job ID: 23278

Job Number: 565

Open: Feb 12, 2026 Close: Mar 02, 2026

#### **Diversity, Equity and Inclusion Statement**

The Region of Durham is committed to advancing equity, diversity and inclusion within our organization and the communities we serve. We welcome and encourage applications from people who are Indigenous, racialized persons, women, persons with disabilities, members of LGBTQ2S+ communities, and others who may contribute to the further diversification of our workforce, including those who experience systemic barriers.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code, accommodation will be provided throughout the recruitment process upon request, based on any Code-protected ground.

#### **Director, Legal Services**

Reporting to the Regional Solicitor and Commissioner of the Legal Services Department, the Director of Legal Services and Deputy Regional Solicitor works collaboratively with the other Director of Legal Services and Deputy Regional Solicitor to ensure that legal services delivered by and through the Legal Services Department are strategically aligned with and meet the needs of the Region, and oversees the professional services of the Legal Services Department, while providing administration, management, and leadership of the Department. The Director Legal Services and Deputy Regional Solicitor provides professional consultation and legal advice to all program areas of the Region and on external retainers as required and ensures quality control of the legal work performed by the Legal Services staff. The Directors of Legal Services and Deputy Regional Solicitors act in the place of the Regional Solicitor as required.

The incumbent will:

- Provide leadership, direction and guidance to the Legal Services Department and ensures quality legal advice is provided to departments, service standards are supported and adherence to Region of Durham policies, procedures, and Divisional services standards within the Legal Services Division. Directly reporting to the Director of Legal Services Department and Deputy Regional Solicitor are management staff in POA Courts and Prosecution Services and Senior Solicitor, Solicitors and Legal Support team staff in the Solicitor office.
- Oversee the delivery of professional legal services by a team of lawyers, paralegals, and external counsel in a broad range of legal practice areas, including legal representation at courts, tribunals and negotiations; employment and labour relations; real estate acquisitions; expropriations; and litigation, and proactively advises on a broad range of legislation that impacts the Region, ensuring that legal services are delivered in an effective, cost-efficient manner that appropriately manages risk and protects the interests of the corporation.
- Demonstrate strong corporate leadership and engage with internal and external stakeholders.
- Participate in the review of significant cases and ensure appropriate deployment of resources on significant legal matters.
- Establish and manage the Legal Services Departmental budget and ensuring docketing targets of Legal Services staff are on target and legal staff time is fully recovered from program budgets.

The successful applicant will possess:

- Successful completion of a University degree in law (L.L.B.) or a Juris Doctor degree.
- Called to the Bar in Ontario with membership in good standing as a lawyer in the Law Society of Upper Canada.
- Minimum of ten (10) years experience providing a broad range of legal services with advisory responsibility related to specialized portfolio assignments on complex legal matters, in a senior management role, preferably in a municipal setting.
- Proven analytical and decision-making skills and a demonstrated ability to exercise appropriate judgement and discretion in dealing with privileged or controversial matters.
- Demonstrated political acumen, tact and diplomacy and the ability to facilitate, mediate and present information to a varied audience.
- Demonstrated knowledge of a broad range of regulations, guidelines, procedures, standards, and legislation with a thorough understanding of Regional governmental structure. Must be aware of multiple Acts, Regulations, Laws, and



Agreements to be proactive and bring findings or changes to the attention of others. Key items include Municipal Act, Freedom of Information Act, data privacy laws, HR and employment laws, IT compliance requirements, and audits.

- Knowledge of current developments in the law and their application to Regional responsibilities.
- Highly developed critical and strategic thinking and problem-solving skills with an ability to identify and analyze issues and risks, develop solutions and promote commitment to new approaches, influencing decision-making.
- Strong knowledge of government roles, structures, policies and procedures, statutes, and regulations as well as an awareness of the political environment in which the Region of Durham operates.
- Collaborative relationship-building skills and the ability to work effectively and productively with elected officials, representatives of other levels of Government, management peers and with personnel at different levels in the organization.
- Superior written and verbal communication skills and ability to synthesize, analyze and clarify complex ideas and material, and formulate them into clear, plain language and format for a variety of audiences.
- Media savvy and able to represent the Corporation with confidence.
- A demonstrated commitment to Diversity, Equity, Inclusion, teamwork, collaboration, and modernization of technology and processes in achieving outcomes.

### **Salary Range:**

\$170,506 - \$234,445

### **Conditions of Employment**

All applicants are expected to comply with the Region of Durham's Code of Ethics and Code of Conduct Policies throughout the recruitment process. Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

### **External Application Process**

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online ([www.durham.ca](http://www.durham.ca)) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: [RecruitingHelp@durham.ca](mailto:RecruitingHelp@durham.ca) and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to [RecruitingHelp@durham.ca](mailto:RecruitingHelp@durham.ca).

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