

## **Director, Public Legal Education & Information Sectoral Planning**

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

### **Job Summary**

The goal of the Public Legal Education and Information Sectoral Planning project is to make recommendations to the provincial government and the Law Foundation of British Columbia regarding future directions for public legal education and information (PLEI) for the people of British Columbia. The project involves traditional desk-based investigative research, policy analysis, and active external engagement with established organizations providing PLEI services. This includes PLEI service providers across British Columbia, courts and tribunals, as well as service providers in other jurisdictions across Canada and internationally. The project will engage multiple individuals who have experience seeking information about the law and dispute resolution in BC and Canada.

The Director is responsible for providing day-to-day leadership of the project and setting direction in all areas of administration, financial reporting, research operations, and the hiring and management of all support staff including researchers, administrative support and student workers. The Director develops and implements a research plan for the project, and will assist in developing a sectoral engagement strategy. They manage the project's HR, financial resources, physical resources, and develop policies and procedures necessary to ensure this work is completed on time and on budget. They represent the project in discussions with leaders in the legal profession in BC, including judges and Benchers and staff of the Law Society of BC. The Director is responsible for managing all internal and external communications, including communication with project partners and funders. Working closely with the Academic Lead, the Director oversees the process for drafting all research reports and recommendations.

### **Organizational Status**

The Director reports to the Academic Lead, PLEI project, Dr. Catherine Dauvergne.

The Director works collaboratively with the project partners (SFU's Centre for Dialogue) and project sponsors (the Law Foundation of BC and the Ministry of the Attorney General BC), and develops positive and productive relationships with all key organizations across the province and Canada that deliver public legal education and information services.

The Director works with the Finance, HR & Operations team in the Allard School of Law, with the UBC University Industry Liaison Office, and with the Law Foundation of BC to fulfill the project's contractual obligations.

The Director is responsible for the recruitment and management of all staff members working on this project, and for recruiting and managing consultant researchers. The Director will also supervise law students hired as research assistants for this project.

### **Work Performed**

- Provides leadership and oversight in the development, preparation and implementation of the PLEI Sectoral Planning Project.

- Develops the full scope of the project's research strategy to support the PLEI sectoral planning process.
- Oversees all core operational activities related to human resources, administration and finance.
- Leads the full process for planning, implementing and conducting research interviews and focus groups with sectoral participants across the province and in other jurisdictions across Canada (travel is a requirement of this role).
- Supervises all research work carried out by the project staff and student researchers.
- Hires, onboards, supervises and manages all staff and student workers, providing direction, leadership, and support to ensure the work is carried according to the project plan and strategy. Provides regular feedback on performance and works with HR to address any performance issues or concerns.
- Recruits and manage consultant researchers for the project as required.
- Manages all internal and external communications.
- Acts as a spokesperson for the project, taking the necessary actions to both maintain and grow the network of PLEI research partners and collaborators.
- Advises the Academic Director on all research requirements, reporting requirements, and overall outcomes of the project.
- Works on the planning team for sectoral engagement activities.
- Develops, implements, and maintains all budgets in compliance with the guidelines of the Law School and University, seeking to optimize and leverage available funds in relation to strategic objectives. Performs period cost and productivity checks and analysis.
- Manages financial reporting requirements of the project including honoraria payments and participation grants to participating.
- Drafts research reports and participates in drafting final recommendations.
- Ensures key milestones of the project are met according to the project strategy and agreement.

### **Consequence of Error/Judgement**

This position has a direct impact on the reputation of the Peter A. Allard School of Law and its research projects. Initiative and sound judgment can enhance the reputation and impact of the Law School and improve its ability to implement strategic goals. Poor decisions can negatively affect the reputation of Allard School of Law. Decision-making requires the application of established methods and procedures and is based on thorough knowledge of the policies and procedures of the University and the Allard School of Law. The incumbent exercises considerable judgement and must demonstrate tact and discretion. Poor decisions could adversely affect the strategic plan, fundraising opportunities, and reputation of the Law School.

### **Supervision Received**

The Director will work autonomously with wide latitude, making decisions on activities and providing advice and recommendations. Independently selects methods and techniques to be followed in achieving objectives. Provides free and impartial advice and has the confidence and willingness to disagree where necessary. Provides overall leadership in the absence of the Academic Director.

### **Supervision Given**

The candidate is expected to directly supervise other staff and student research assistants, to indirectly supervise researchers hired as consultants to the project, and to liaise closely with other UBC personnel and with staff of the Law Foundation of BC.

**Minimum Qualifications**

Undergraduate degree in a relevant discipline. Minimum of five years of related experience, or the equivalent combination of education and experience.

Willingness to respect diverse perspectives, including perspectives in conflict with one's own

Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

**Preferred Qualifications**

Law degree, or degree in a closely-related discipline.

Five year's relevant work experience post-graduation

Experience in developing and managing research projects.

An understanding of, and interest in, public legal education

Familiarity with access to justice issues in the province of British Columbia

Experience with qualitative research methods

Understanding of and experience with research ethics processes in a university setting

Experience conducting research interviews and focus groups

Experience with policy development work

Experience with financial management and budgeting

Some experience with supervising others in a workplace setting