



EMPLOYMENT OPPORTUNITY

Staff Lawyer

Open Competition

Permanent, Full Time Excluded Position

Salary:

Level 22, Excluded (\$88,706 – \$110,838 per annum)

CLOSING DATE – December 18, 2025

This competition may be used to fill future job vacancies.

Applicants are requested to clearly detail in their letter of application how their qualifications relate to the position as advertised. Applicants will be screened based on the information provided. The Commission thanks all applicants; however, only those being interviewed will be contacted.

Please submit resumes and letters of application to
Fernanda Fallesen, Human Resource Clerk
ffallesen@irac.pe.ca



PRINCE EDWARD ISLAND

Regulatory & Appeals Commission

Commission de réglementation et d'appels

ÎLE-DU-PRINCE-ÉDOUARD

Job Title: Staff Lawyer	Classification: Level 22, Excluded Salary Range: \$88,706 – \$110,838 per annum
Reports To: General Counsel	Bilingual: N/A

Purpose of the Position

The Staff Lawyer will provide comprehensive, in-house legal counsel, advice and representation to the Island Regulatory and Appeals Commission, primarily on appeals under the *Residential Tenancy Act* and on all regulatory matters. This position requires a primarily self-directed professional to work within a small, highly professional and technical group. This position also involves external contact with the public, legal counsel, and various other professionals. This position requires a comprehensive knowledge of legislation and policies, familiarity with the principles of natural justice and fairness, strong verbal and written skills.

Primary Duties

The primary purpose of this position is the provision of advice to Commission panels, and the administration of regulatory and appeal files. This position will also be responsible for conducting research and analysis of matters as assigned by the Commission panel or General Counsel.

Appeals

- Assist General Counsel and Commission Clerk with the administration of all appeals, including but not limited to the following:
 - Review of Notice of Appeals and other documents initiating appeal;
 - Corresponding and acting as Commission liaison with the parties to the appeal;
 - Reviewing file disclosure;
 - Assist in briefing and advising Commission panel on all matters relevant to the appeal;
 - Assisting General Counsel with alternative dispute resolution services, when appropriate;

- Provide advice and assistance on all appeals under the *Residential Tenancy Act*, including:
 - Review of Notice of Appeals and other documents initiating appeal;
 - Reviewing file disclosure;
 - Assist in briefing and advising Commission panel on all matters relevant to the appeal;
 - Oversee appropriate drafting of high quality and timely decisions and orders.
- Assist with policy, procedure and document drafting relating to appellate matters;
- Such other activities as required by the Commission.

Regulatory Matters

- Provide legal advice, acting in the role of in-house counsel to the Commission, dealing with regulatory matters;
- Assist team members with the administration of regulatory matters, including, but not limited to:
 - Review of applications and supporting materials;
 - Assist in briefing and advising Commission panel on all matters relevant to the application;
 - Assist in coordination of all hearing related matters;
 - Attend hearings;
 - Oversee appropriate drafting of high quality and timely decisions and orders.
- Such other activities as required by the Commission.

Decisions/Recommendations:

- Provide legal advice and guidance to the Commission on legal and procedural matters related to in-house counsel responsibilities;
- Provide direction and advice on matters related to adjudication, mediation and settlements;
- Recommend the most effective and efficient structure and procedures for hearings and appellate matters; and
- Determine if written decisions are complete and accurate.

Minimum Qualifications

- Law degree from a recognized university, supplemented by extensive experience as a practicing lawyer, preferably in administrative and regulatory law;
- Practicing Member of the Law Society of Prince Edward Island (or eligible for practicing membership);
- Must have a minimum of 2 years' experience as a practicing lawyer, either in private practice or in the public sector;
- Must have strong drafting, analytical, mediation and litigation skills;
- Ability to work both independently in a self-directed manner and as an effective team member;
- Must have excellent interpersonal, written and oral communication skills;
- Experience dealing with regulated industries would be an asset.

This position provides an excellent opportunity for professional growth and offers opportunity for expanded expertise in regulatory and administrative law. The Prince Edward Island Regulatory and Appeals Commission offers a competitive salary and benefits package including 4 weeks' paid vacation annually, pension plan, employer-paid health and dental benefits, and employee assistance program.