

JOB DESCRIPTION

Manager, Legal & Support Services

<p>POSTING #: NU-2026-15</p> <p>POSTING PERIOD: April 23 – May 7, 2026</p>	<p>Employer Group: Non-Union</p> <p>Reporting To: General Manager, Financial Services / CFO</p>
<p>Grade: 14</p> <p>Wage Range Annually: \$139,430 - \$169,624</p>	<p>Position Status: Permanent Full-Time</p> <p>Hours Worked Per Week: 35</p> <p>Location: Haldimand County Administration Building</p>

CORE COMPETENCIES:

Critical Thinking | Cognitive Flexibility | Collaborative Skills | Emotional Intelligence | Reasoning

POSITION SUMMARY:

Develop, apply, oversee and maintain cost-effective corporate programs related to corporate insurance policies, risk management, legal, provincial offenses and procurement initiatives and activities while ensuring compliance with corporate priorities, applicable acts, regulations, policies and procedures.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- University Degree relative to the area of responsibility.

Experience

- Over 5 years and including 7 years of current related experience.
- Special consideration will be given to applicants with:
 - Experience in public sector as it relates to procurement, risk management and legal/court practices.

Knowledge/Skills

- Sound knowledge of municipal government functions and understanding of the relationships that exist between the various levels of government that provide direction, advice, funding support, and other services to the municipality.
- Demonstrated knowledge of division operations and relevant current management, technical and operating practices.
- Familiarity with all applicable regulations and Acts relative to responsibilities. (Insurance Act, Construction Act, CETA, CFTA, Discriminatory Business Act, Provincial Offences Act, etc. Occupiers Liability Act, etc.)
- Understanding of risk/ emergency management techniques/ procedures relative to the area of responsibility.
- Sound understanding of types of strategic and planning processes required to develop appropriate department and Division short and long-term goals and objectives.
- Financial management skills (including a good understanding of contract law and purchasing processes) to develop budgets (operating and capital), monitor approved financial parameters, take action as appropriate to maintain a sound financial position, understand and deal with financial reports and requirements, and to ensure appropriate bid documents and contracts are developed, implemented and managed in accordance with approved guidelines.
- Solid analytical skillset to review, analyse and take necessary actions in relation to complex documentation (i.e. insurance policies, property appraisals, various agreements, Statements of Claim, able to respond to claim

- denials and vendor complaints that have been escalated, etc.
- Valid Ontario Driver's License and access to a reliable vehicle.
- Excellent verbal and written communication skills with the ability to communicate strategically and provide resolutions if necessary to handle significant contacts with long-term impacts.
- Demonstrated initiative, and ability to make decisions involving broadly defined work, affecting major decisions.
- Demonstrated ability to work independently, lead policy changes and steer corporate decisions.
- Demonstrated ability to exercise significant discretion and sensitivity involving regular access to confidential data.
- Proven ability to manage/oversee budget.
- Demonstrated analytical and problem-solving skills involving refining established ideas and/or programs of a complex nature requiring ingenuity and creativity on own efforts.
- Demonstrated capability to manage staff within division.
- Organizational skills with specialized attention to detail to avoid errors and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team building, collaboration, and community pride, including managing conflict using tact, diplomacy, empathy, and conflict resolution skills to resolve issues.
- Technology Aptitude
 - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed.
 - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Corporate

- Oversee the review of corporate policies, procedures and agreements to ensure they meet legislative and regulatory requirements and align with the County's strategic goals for the benefit of the County.
- Ensure best practices are employed related to fixed asset management policies and procedures on behalf of the Corporation: inventory control, its acquisition and disposal.
- Advise and recommend actions to the Senior Management Team and/or Council on the cost-effective utilization of assets such as procurement activities, ensuring such recommendations are consistent with the Corporation's goals and objectives.
- Contribute as a member of the Corporate Leadership Team including involvement with the implementation of corporate organizational and change management initiatives.
- Participate as a member of the Financial Services Management Team under the direction of General Manager and contribute to the development of corporate goals and objectives.
- Support the General Manager as necessary to oversee, manage and monitor contractual arrangements and shared services with Norfolk County and Grand Erie Public Health Board.

People

- Effectively lead and coach direct reports, sometimes through the delegated actions of appropriate supervisor.
- Apply sound human resource management practices (recruitment, development, and performance management) in accordance with approved policies and collective agreements to ensure an effective team.
- Provide advice, guidance and direction to all staff, management and external partners to ensure effective use of human, financial and material resources in accordance with corporate policy.

Timeline

- Provide guidance to Supervisor upon receipt of Statement of Claim in order to respond with Statement of Defence within the legislated 20 days.
- As necessary provide guidance on various procurement related legislated timelines (i.e. vendor debriefing – provided within 10 days of request (CFTA), Notice of Non-Payment – timeline varies dependent upon project status (Construction Act), etc.

- Reviews monthly reports of POA trials that are reaching Jordan Ceiling timelines (must be heard in court within an 18-month timeframe of charges being laid or there is a risk of case being dismissed) and escalate with Senior Regional Administrative Justice of the Peace

Money/Asset

- Develop and implement the Division budget, monitor and take appropriate actions to ensure adherence to the approved budget; with the authority to take corrective action(s) if required.
- Working closely with the Senior Management team and finance staff, influence significant corporate purchases and revenue opportunities including recommendations for purchase/sales of property where parameters may be vast and/or unclear.

Functional

- Research, develop, recommend, implement and monitor cost-effective purchasing strategies and practices that demonstrate the Corporation's commitment to fiscal responsibility and legislative / contractual compliance, including the development of the Corporation's procurement policy and procedures; purchase order program and purchasing card program.
- Develop, implement appropriate risk management activities, policies and procedures that meet legislative and/or contractual requirements and ensure the Corporation has appropriate insurance coverage.
- Ensure adequate legal services for the County by developing and administering a Legal Service Requests process and monitoring and reporting costs.
- Manage, develop and implement effective strategies for monitoring and tracking of corporate agreements.
- Prepare and present information/ briefing reports related to Division issues and recommend specific action(s), programs or plans to Council, the Senior Management Team and others.
- Provide, through a supervisor, the management and administration Provincial Court including the provision of all services, programs, policies and procedures.
- Support the General Manager as necessary to oversee, manage and monitor contractual arrangements with Norfolk County and Grand Erie Public Health Board.

Other duties as assigned

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

WORKING CONDITION(S):

- Regular Business Hours: Monday to Friday (8:30am-4:30pm)
- Occasional overtime to meet the ebbs and flow of workload/deadlines.
- Occasional informal ability to be on call to respond to an emergency after hours through County provided cellphone.

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.