

Director of Legal and Regulatory Affairs

Welcome to the Alberta Insurance Council. We protect Alberta insurance consumers.

The [Alberta Insurance Council](#) (AIC) works to protect Alberta insurance consumers and ensure brokers, agents, and independent adjusters operate at the highest standard through licensing and legislation.

The AIC provides investigative and administrative services to all Alberta insurance councils including the *Insurance Adjusters Council*, the *General Insurance Council*, and the *Life Insurance Council* (Councils), as well as administrative services to the Continuing Education Accreditation Committee. All Councils including the AIC are formed under the *Insurance Act* and derive their authority from [delegations](#) from the Minister of the Alberta Treasury Board and Finance.

The Opportunity: 1 Year Contract Director of Legal & Regulatory Affairs (DLRA)

Reporting to the Chief Operating Officer, the contract DLRA works closely with the Councils and the Government of Alberta to advise them of the authoritative limitations and allowances granted under the *Insurance Act* and its Regulations, and when required provides precedent material, legal memorandums, and representation.

Responsibilities:

Before the Councils

- Assess risk, communicate, and enforce compliance to the *Insurance Act* and its Regulations
- Represent the Councils on appeal before Insurance Appeal Boards or the Court of Queen's Bench
- Draft declarations, legal memorandums, opinions, correspondence, affidavits, appeal materials, and decisions that arise out of Council meetings
- Field industry questions by phone, email, and written correspondence

AIC Governance, Administration, and Public Relations

- Advise of legislative and regulatory requirements under the *Insurance Act* and its regulations
- Review agreements and advise of complexities, risks, and outcomes including but not limited to: employee/consultant agreements, leases, confidentiality agreements, purchasing, and IP
- Draft and review sensitive correspondence content for potential political/reputational ramifications
- Maintain a legal library of precedents and adhere to document management protocol
- Ensure adherence to *Freedom of Information and Protection of Privacy Act*
- Speak at industry meetings as required

Education, Skills and Qualifications:

- An LL.B./J.D. and current member of the Law Society of Alberta
- 5 - 10 years' pre-qualifying legal experience in corporate/administrative/commercial/regulatory affairs law
- General legal knowledge of employment law and corporate governance
- Experience in governance of professions - insurance industry experience considered an asset
- Strong analytical, negotiating, and problem-solving skills
- Exceptional written and oral communications skills

Additional information:

- The AIC has offices in both Edmonton and Calgary.
- Some provincial travel will be required.
- This is a contract term senior position in a small organization. Currently there are limited promotional opportunities.

Interested and qualified applicants should send their CV to careers@abcouncil.ab.ca.
All applications will be reviewed. Only the most suitable candidates will be contacted.