



Internal Employment Opportunity

Law Clerk and Parliamentary Counsel

Competition Details

Competition Number	HOA.LCPC(P)26.27.001
Available Positions	Permanent Position
Division	House of Assembly
Location	Confederation Building, St. John's
Closing Date	August 17, 2026
Salary	Solicitor's Pay Scale – Solicitor V

Position Details

Context	The House of Assembly of Newfoundland and Labrador is the elected body that approves legislation and holds oversight of the Government within the system of responsible government and in accordance with the Constitution of Canada. The House of Assembly Management Commission is the statutory, non-partisan body established pursuant to the House of Assembly Accountability, Integrity and Administration Act. The Management Commission is charged with financial stewardship and administrative oversight of the Legislature and exercises fiduciary responsibilities in that role. The House of Assembly Service provides non-partisan services in the areas of parliamentary procedure, administrative support and information services to the institution of Parliament, the Speaker and other presiding officers, and elected Members in the performance of constitutional functions. The Law Clerk and Parliamentary Counsel is an employee in the Office of the Clerk of the House of Assembly. The Clerk is the chief parliamentary advisor to the Speaker and the chief administrative and financial officer of the House of Assembly responsible to the Speaker and through the Speaker to the Management Commission for the management of the operations of the House of Assembly Service and the administration of the statutory offices.
Duties	Reporting to the Clerk of the House of Assembly, the Law Clerk and Parliamentary Counsel is an official of the House of Assembly. The Law Clerk and Parliamentary Counsel provides legal advice on parliamentary and administrative matters to the Speaker, the Clerk and the House of Assembly, and acts as corporate counsel to the legislative branch generally. The Law Clerk and Parliamentary Counsel is required to have an appreciation of the structures and operations of Canada's constitutional and political systems, and the framework in which they function. The Law Clerk and Parliamentary Counsel is a Principal Table Officer, attending all sittings of the House of Assembly. The incumbent must have a broad understanding of the law and, in particular, of parliamentary processes. A high level of discretion and tact and the ability to clearly and succinctly communicate is necessary. An understanding of the highly confidential nature of prescribed duties is required. This position often requires that advice be given within tight timelines and under pressure. Advice is given impartially and in confidence on a solicitor and client basis. As corporate counsel, the Law Clerk and Parliamentary Counsel provides general legal advice on matters relating to procurement, employment and contract law, as well as the application of various statutes to the House of Assembly, including the Access to Information and Protection of Privacy Act, 2015, the House of Assembly Act, the House of Assembly Accountability, Integrity and Administration Act, the Financial Administration Act and the Transparency and Accountability Act.
Merit Criteria	
Screening Criteria	• Practicing member in good standing of the Bar in Newfoundland and Labrador; • 10 years' experience in legal practice, with preference given to experience in government; • Experience in legislative drafting (asset); • Experience in legislative policy development; • Knowledge of the system of responsible government, and the Constitution and political system of Canada; • Familiarity with parliamentary procedure, the nature of parliamentary privilege, legal rights and immunities as they apply to legislative assemblies, the legislation applicable to and the Standing Orders of the House of Assembly; and • Familiarity with the roles and functions of the Statutory Offices of the House of Assembly.

Assessment Criteria

This is a multifaceted role in a dynamic parliamentary environment. The Law Clerk and Parliamentary Counsel is a senior lawyer with a broad understanding of the Canadian system of responsible government and a commitment to defending the privileges and immunities of the House of Assembly and its Members. Candidates must demonstrate flexibility, sound judgement and professionalism, along with the ability to provide clear and constructive advice in high-pressure situations. Experience interpreting legislation and analyzing diverse and complex issues is required, with the ability to develop clear, well-supported recommendations. Advanced computer skills as well as strong research, analytical, and writing abilities are essential. The successful candidate will also possess strong interpersonal and communication skills, demonstrate impartiality, and uphold high ethical standards. The Law Clerk and Parliamentary Counsel has a vision for public and client service excellence and an established track record for forging and fostering productive relationships at all levels.

Conditions of Employment

- 1. Offer subject to approval by Resolution of the House
- 2. Required to abide by the [Code of Conduct](#) for Officers and Employees of the House of Assembly Service
- 3. Required to work flexible start/end times for workday
- 4. Required to be non-partisan

Applicant Information	For more information on this position please contact Kim Hawley George, KC Clerk of the House of Assembly at kimhawleygeorge@assembly.nl.ca • The House of Assembly values diversity in the workplace and is an equal opportunity employer. • Preference will be given to applicants who are legally entitled to work in Canada. • Applications should be received before the close of business on the closing date - late applications with explanation may be accepted. • It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria. • Applications that do not clearly demonstrate the required criteria will be screened out. • All applications must contain accurate contact information, including <u>current mailing address, email address and phone number.</u> • This competition may be used to fill future similar vacancies within the House of Assembly.
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How to Apply

Applications, quoting Competition Number HOA.LCPC(P)26.27.001should be submitted

Online	HOACompetitions@gov.nl.ca
By Mail	Human Resources Services & Payroll Administration Corporate and Members’ Services Division House of Assembly P.O. Box 8700 St. John’s, NL A1B 4J6
By Fax	(709) 729-3078