

# LEAD COUNSEL – PROFESSIONAL CONDUCT



**icccrc**  
IMMIGRATION CONSULTANTS OF  
CANADA REGULATORY COUNCIL  
**crcic**  
CONSEIL DE RÉGLEMENTATION DES  
CONSULTANTS EN IMMIGRATION DU CANADA

Version: 2021-001  
Last Modified: August 12, 2021

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## Career Opportunity: Lead Counsel – Professional Conduct

### About the Immigration Consultants of Canada Regulatory Council (ICCRC)

ICCRC is the national regulatory body that promotes and protects the public by overseeing regulated immigration and citizenship consultants and international student advisors. ICCRC establishes effective policies, practices, and procedures to regulate and educate immigration professionals.

### Industry

National Professional Self-Regulatory Body

### Position

<b>JOB TITLE:</b>	<b>Lead Counsel – Professional Conduct</b>
Department:	Professional Conduct
Reports to:	Director of Professional Conduct
Language Requirement:	English (Bilingualism Non-Imperative)
Location:	Toronto, Ontario (currently remote)
Classification:	Full Time

### Why Join Us?

Do you want to be part of a team that strives to improve the quality of Canada’s fast-growing immigration/citizen consulting profession? If you share our passion and purpose, please consider applying for the opportunity below to become part of a team that makes a difference.

### How will this role support our team?

ICCRC is looking for an organized and proactive Lead Counsel (Professional Conduct) who will be responsible for leading and managing members of the discipline team and represent ICCRC in proceedings.

The Lead Counsel will work under the general direction of the Director of Professional Conduct and exercise initiative and independent judgment in the performance of assigned tasks. This role manages the discipline team which includes lawyers, a law clerk and a law student.

### Responsibilities Include (but are not limited to)

- Lead prioritization, strategy, and management of discipline matters.
- Manage and provide instructions to external counsel.
- Manage timeframes to ensure deadlines are met.
- Prepare for hearing (evidence review, witness preparation, legal research).
- Conduct settlement discussions with licensees and/or their counsel.

- Attend pre-hearing conferences, motions, and hearings.
- Draft, review and prepare legal documents for hearings.
- Attend Federal Court for judicial reviews and appeals.
- Be responsible and accountable for the successful leadership, mentorship and management of the discipline team (comprising 3 lawyers, a law clerk and a law student).
- Provide and ensure regular performance management and development support to the discipline team including annual reviews and development plans.
- Provide regular and timely feedback and coaching to the discipline team.
- Review and assign files to the discipline team and monitor progress.
- Liaise with members of other departmental teams (ex. investigations).
- Identify and advise the Director of the need for policy change(s).
- Other duties, as required.

### Required Education and Experience

- Law degree and licence to practise in a Canadian province
- 10+ years litigation or prosecution experience gained through private legal practice or in a regulatory environment
- Thorough understanding of professional regulation and administrative law
- Strong ability to build and lead an effective and engaged team to positive results
- Ability to manage a high-volume, complex, and diverse caseload
- Strong advocacy and litigation skills
- Experience in immigration law, an asset
- Knowledge of forensic investigation techniques
- Knowledge of a variety of dispute resolution techniques
- Strong computer literacy, including word processing software, spreadsheet functions, database use and Internet search capabilities
- Strong project management and coaching skills
- Proactive and forward-thinking approach to work
- Strong communication skills both verbally and written
- Strong ability to interact professionally and respectfully with others
- Strong decision and problem-solving skills with a consultative approach
- Strong ability to contribute effectively independently and in a team environment
- Strong ability to operate in a dynamic work environment that requires flexibility, multitasking and prioritizing of demands and commitments
- Strong critical thinking, judgment, and analysis skills
- Fluency in French, an asset

### What We Offer

- Work Location: During the COVID-19 pandemic, in order to keep all our candidates safe, ICCRC is hiring and onboarding 100% remotely for the time being
- The opportunity to build a career of value and witness firsthand the impact ICCRC has as a national regulatory body
- A culture of transparency, where team members are involved in important conversations
- Full health benefits from day one for you and your family

- Access to the Employee and Family Assistance program
- RRSP match

**How to Apply**

Click [here](#) to upload your resume and brief cover letter indicating why you feel you are fit for this role.

ICCRC is an equal opportunity employer. We welcome applications from persons legally entitled to work in Canada, who represent the diversity of our nation, and whose qualifications meet the skills and experiences we seek. We are committed to providing equal opportunities to all candidates and to meeting the needs of people with disabilities. Should you be contacted regarding an employment opportunity and require an accommodation for a disability, we will be pleased to work with you to identify how we can best support you through this process.

A police record check is required from the successful candidate prior to hiring.

While we thank all applicants for their interest, only those identified for further consideration will be contacted.

Ce poste est affiché en français sur notre site Web à <https://icrc-crcic.ca/fr/about-us/careers/>