



NEW BRUNSWICK  
ENERGY & UTILITIES BOARD  
COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS  
NOUVEAU-BRUNSWICK

## General Counsel

The New Brunswick Energy and Utilities Board invites applications from qualified candidates for the position of General Counsel to the Board. Reporting to the Chairperson, General Counsel to the New Brunswick Energy and Utilities Board provides strategic and legal advice to the Chairperson and other Members of the Board in all areas of the Board's operations and procedures.

**Location:** Saint John, New Brunswick.

### Duties:

- Ensuring Board compliance with applicable laws and regulations;
- Interpreting laws, regulations, decisions, and rulings;
- Providing advice on procedural issues;
- Drafting notices and orders;
- Providing legal opinions on regulatory issues before the Board;
- Assessing and managing risk;
- Performing administrative and management functions related to the Board's activities, including preparing, drafting, negotiating and reviewing contracts and/or agreements;
- Coordinating and supervising all legal functions, excluding Board proceedings and hearings; and
- Performing such other duties and functions as may be assigned.

### Qualifications:

- An LL. B or JD degree from a recognized post-secondary institution;
- A practicing member in good standing with the Law Society of New Brunswick;
- A minimum of seven years related work experience;
- A proven ability to work effectively in a variety of situations;
- An advanced knowledge of administrative, corporate and contract law;
- A demonstrated ability to produce high quality work, in a timely manner; and
- Excellent written and spoken competence in both official languages.

**Salary:** Salary will be commensurate with education and experience.

The New Brunswick Energy and Utilities Board is an Equal Opportunity Employer.

Only those applicants selected for further consideration will be contacted, and will be required to provide references.

Please forward your resume on or before September 11, 2020 at 4:30 p.m. (ADT) to the attention of:

Ms. Kathleen Mitchell, Chief Clerk  
New Brunswick Energy and Utilities Board  
15 Market Square, Suite 1400  
P.O. Box 5001  
Saint John, New Brunswick E2L 4Y9  
Email: [Kathleen.Mitchell@nbeub.ca](mailto:Kathleen.Mitchell@nbeub.ca)