

Director, Legal Services

Detailed Description

Status: Regular, Full-Time

Work Location: Hybrid, Vancouver B.C. (a minimum of 2 days in office)

Who we are

The British Columbia College of Nurses & Midwives (“BCCNM”) is the college empowered under the Health Professions Act to regulate the practice of all licensed practical nurses, nurse practitioners, registered midwives, registered nurses, and registered psychiatric nurses in British Columbia. Regulation helps to protect the public by ensuring that professional care or service received by the public is competent, ethical, and meets the standards that society views as acceptable.

As western Canada’s largest health profession regulator, we believe a diverse and inclusive team enriches our efforts to protect the public. We welcome applications from all who reflect of the communities we serve and especially encourage Indigenous Peoples and members of equity-seeking groups to apply. We believe diverse perspectives and experiences bring both innovation and better outcomes to the work we do and the decisions we make.

BCCNM’s commitment to Indigenous Specific Anti-Racism

BCCNM is committed to working with Indigenous Peoples and health system partners to support Indigenous-specific anti-racist practices in the health system. As the largest health regulator in Western Canada, BCCNM has the opportunity to influence the health professionals we regulate, as well as the broader health-care system, to break the cycle of racism, and improve health outcomes for Indigenous Peoples. BCCNM has pledged to become culturally safe and anti-racist, and to support the health professionals we regulate to do the same.

What we offer you

We are delighted to be recognized as one of BC’s Top Employers. It is more than a badge of honor – it’s a reflection of our people and the purpose that drives us every day. At BCCNM, we’re creating a workplace where flexibility, equity, growth, and connection are not just values – they’re part of how we work. Whether it’s through hybrid work options, meaningful employee engagement, or our commitment to reconciliation, we’re building something that matters. This honor reflects our unwavering commitment to creating a workplace where people truly thrive.

We promise to provide you with rewarding work that challenges you. You will be part of a passionate team contributing to our important mandate of protecting the public. As a member of the team, you can expect to be working in a collaborative, team-based environment, and treated in a respectful and professional manner.

The expected starting base salary for this position is \$153,328 – \$177,496 annually, depending on a variety of factors including qualifications and experience. Once hired, you will progress through a wider salary range over time as you continue to develop job knowledge, skills and competencies for the role.

In addition to base salary, the college offers a generous vacation and extended benefits package. As an employee, you receive 100% employer-paid health and dental benefits. And we contribute to B.C.’s Municipal

Pension Plan to help you secure your retirement income. Throughout your career with us, you will engage in a variety of learning and development. We will support your professional development and cover your professional membership costs. To support you in work and life, we provide an employee assistance program and fitness allowance perk. Working with us allows you to enjoy flexible hybrid work. This position is located in Vancouver, but you'll be able to work remotely up to 3 days a week. Our office is closed for the 11 statutory holidays in B.C. as well as Easter Monday and Boxing Day.

What you'll be doing

The Director, Legal Services (LS), in collaboration with the Director of Investigations and Director of Intake & Monitoring, directs and manages the IDM legal and paralegal staff concerning matters of professional conduct ranging from clinical negligence to discrimination and physical, verbal, financial and sexual misconduct.

The Director, LS focuses primarily on program functions related to legal support for departmental risk management and legal compliance in alignment with strategic goals; integrating alternate dispute processes where appropriate; legal and strategic investigation support; legal advice to statutory decision-makers; decision-writing; contract negotiation; and disciplinary proceedings and injunctions including litigation strategy, processes, and cost management. Program development responsibilities include ensuring incorporation of an Indigenous-specific anti-racist approach to matters involving Indigenous Peoples.

Key responsibilities include:

1. In consultation with the Executive Director/Deputy Registrar (ED/DR), IDM Directors and team, formulates operational plans for the IDM program. Contributes to the strategic and operational plans of BCCNM through program expertise.
2. In consultation with the ED/DR, IDM Directors and team, manages the legal team to ensure IDM processes and file management are aligned with all relevant governing legislation and organizational priorities.
3. In consultation with the ED/DR, IDM Directors and team, designs, implements and oversees legal service delivery, including:
 - a. Provision of legal advice to IDM staff and external contractors to support investigation and resolution efforts that are trauma-informed, risk-based, principled and consistent.
 - b. Provision of legal advice to support risk management and the criteria-based assessment of incoming reports and complaints.
 - c. Provision of legal advice to statutory decision-makers.
 - d. Decision-writing, including drafting related to the sharing of decisions.
 - e. Drafting and negotiation of consent agreements.
 - f. Response to applications for review to the Health Professions Review Board.
 - g. Oversight of legal processes related to IDM court applications, information-management and privacy.
 - h. Management of unauthorized provider program, including injunctions.
 - i. Conduct of disciplinary proceedings including assessment of files directed to citation by the Investigations Committee, hearing readiness, post-citation investigation, hearing strategy, public notification, pre-hearing applications, and disciplinary proceedings.
 - j. Representation on appeals, judicial reviews, and other matters ranging from human rights complaints to civil claims to Ombudsperson investigations.
4. Provides legal advice in any of the above categories.
5. May represent BCCNM in discipline proceedings, court applications, judicial reviews and appeals, among other matters.

6. Continuous review and improvement of risk-assessment, investigation and litigation processes, including bylaw and policy and process reform and budget management.
7. Provides program area consultation and issues management direction and advice to ensure appropriate and consistent messages and outcomes are delivered to internal and external audiences. Works with staff to manage change, conflict and ensure adoption of new processes and practices.
8. Provides advice to senior management related to inquiry, discipline, and monitoring. Monitors recent and emerging developments in inquiry & discipline cases and policy. Provides support to the BCCNM Board and Board committees as required.
9. Evaluates and implements risk identification, risk mitigation and quality assurance measures regarding the inquiry & discipline program and legal services. Provides legal advice to the Registrar as appropriate.
10. Demonstrates a commitment to ongoing learning related to Indigenous cultural safety and humility and supporting organizational actions towards addressing indigenous-specific racism in BC's health care system.

Your education & skills

- Bachelor of Law Degree or Juris Doctor required. Must be a practicing member in good standing of the Law Society of B.C.
- Seven to ten years' experience in regulatory, administrative, criminal, or medical malpractice law, or equivalent. Experience within healthcare and/or regulatory environment preferred. Experience in alternate dispute resolution is an asset.
- Demonstrated management experience with staff in a high-volume case load environment. Ability to identify the developmental needs of employees and to provide coaching, mentoring and other assistance. Proven leadership ability in an ever-changing environment. Change management experience and training as asset.
- Knowledge of applicable legislation including but not limited to the: *Health Professions Act, Declaration on the Rights of Indigenous Peoples Act, Freedom of Information & Protection of Privacy Act, Criminal Records Review Act, Administrative Tribunals Act, Human Rights Code, & Criminal Code.*
- Demonstrated experience managing a high case load in a team environment, including management of complex litigation with a significant public profile.
- Proven experience managing multiple simultaneous projects.
- Experience with project planning and implementation, including cost management, an asset.
- Demonstrated ability to make independent discretionary decisions in accordance with risk mitigation goals, precedent, policy, and legislation.
- Demonstrated evidence of systems thinking and application. High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Excellent oral and written communication skills and the ability to communicate effectively with individuals at all levels of the organization. Ability to establish and maintain strong working relationships with colleagues, cross-functional teams, and external partners.
- Politically astute and culturally sensitive. Able to deal with people and to represent the organization tactfully, diplomatically, and professionally at all times.
- Strong presentation, facilitation, and negotiation skills.
- Thorough knowledge of relevant reports and legislation – i.e. In Plain Sight, Truth and Reconciliation Commission of Canada: Calls to Action Report, Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls, United Nations Declaration on the Right of Indigenous Peoples, BC's Declaration on the Right of Indigenous Peoples Act, Remembering Keegan: A BC First Nation Case Study Reflection.
- Experience developing policy, programs, and procedures.

- Demonstrated experience in leading and implementing cultural change through the development of new strategies, policies, and education. Proven skills in complex problem solving, program planning and implementation, change management and group process. Ability to lead projects and direct and oversee teams on a project basis.
- Knowledge of Canadian colonial impacts on Indigenous people in social and health contexts, including social, economic, political, and historical realities impacting Indigenous communities and knowledge of Indigenous-specific anti-racism.
- Models and supports team commitment to cultural safety and Indigenous-specific anti-racism in the healthcare system. Demonstrates humility and heart-led leadership.
- Strong technical aptitude and ability to leverage technology to drive change. Strong working level knowledge and experience using MS Office. Experience with MS Dynamics CRM preferred.
- Demonstrated understanding of equity, diversity, inclusion, and cultural humility as they apply to health care is an asset.

How to Apply

If you are interested in this position, please apply online by 11:59pm on January 11, 2026. This opportunity will remain posted until filled; however, priority consideration will be given to those who apply by the deadline. To apply and see a full list of our current opportunities or to learn more about working at the BC College of Nurses & Midwives, please visit our website at [Careers at BCCNM](#).

Collection Notice

To apply to a job posting, you need to create an online account with BCCNM. To create an online account as well as apply for a job posting, you'll be asked to provide personal information.

The BC College of Nurses and Midwives (BCCNM) collects your personal information for the purposes of creating your online account as well as for recruiting, evaluating, and selecting employees. The legal authority for collecting this information is under section 26 British Columbia's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the Collection Notice, please contact privacy@bccnm.ca.

Please note: BCCNM no longer requires staff, contractors, board and committee members, and volunteers to provide an attestation of vaccination related to the Covid-19 pandemic.

In the event of a Public Health Order being issued, the College is committed to full compliance with all directives and guidelines set forth by the Provincial Health Officer (PHO) to ensure the safety and well-being of our employees and the community partners we work with, consistent with the duty of the College to serve and protect the public.