



The College of Registered Nurses of Alberta (CRNA) is a regulatory college under the *Health Professions Act* (HPA). Our vision is excellence in nursing regulation for the health of all Albertans. Our objective is people-first, and we are committed to attracting the best people, engaging and developing a workforce that embodies our values of integrity, respect, accountability and professionalism. The CRNA is committed to meeting and exceeding its legislative responsibilities by using a Right-touch regulatory approach.

Conduct Counsel

At CRNA, we are dedicated to regulatory excellence and safeguarding the public interest. As part of this commitment, we are seeking a Conduct Counsel to support our Professional Conduct team by providing expert legal guidance and overseeing professional conduct cases.

Representing both the public interest and CRNA, this position will offer legal advice on the *Health Professions Act* (HPA) to the Complaints Director and provide expertise in disciplinary hearings and complaint resolution agreements.

What You Will Do

- **Represent the Complaints Director** at registrant conduct hearings, ensuring due process and regulatory compliance.
 - Evaluate allegations and evidence related to unprofessional conduct.
 - Prepare for hearings by conducting legal research, drafting documents, preparing witnesses, and managing the disclosure of information to the investigated registrant and their representatives or counsel.
- **Negotiate and draft consent agreements**, including recommended sanctions, for matters proceeding to the Hearing Tribunal or Conduct Department.
- **Facilitate informal resolution agreements** between registrants and complainants on behalf of the Complaints Director.
- **Provide strategic legal guidance** to the Complaints Director on conduct matters, including the evaluation of evidence in investigation reports, drafting allegations, and determining appropriate sanctions.
- **Advise on regulatory compliance**, assisting with the development and review of conduct documents, policies, and processes to ensure alignment with the **HPA**, other relevant legislation, and administrative law principles.
- **Respond to inquiries** regarding complaints and guide stakeholders on the appropriate resolution pathways.

What You Possess

Education:

Bachelor's degree in law or a Juris Doctor.

Active Membership with the Law Society of Alberta

Experience:

10 - 14 years of professional experience practising as a barrister and solicitor, preferably in professional regulation or administrative law including experience appearing before an Administrative Law tribunal or Court.

Skills & Competencies:

- **Regulatory & Legal Expertise:** In-depth understanding of administrative law, professional discipline, and regulatory compliance.
- **Litigation & Case Management:** Experience in prosecuting cases, presenting legal arguments, and managing professional discipline matters.
- **Conflict Resolution & Negotiation:** Strong ability to mediate, negotiate settlements, and draft consent agreements.
- **Strategic Thinking & Risk Management:** Ability to assess legal risks, interpret legislation, and develop regulatory policies.
- **Partner Engagement & Communication:** Excellent interpersonal skills for collaborating with internal teams, legal counsel, and regulatory partners.
- **Time Management & Adaptability:** Proven ability to manage multiple priorities, tight deadlines, and complex legal cases.

Nice to have:

- Experience working with the HPA
- A Bachelor of Science in Nursing or an undergraduate degree in a health-related profession.
- Certificate in tribunal administrative justice from the Foundation of Administrative Justice (FOAJ)

What We Offer:

- An ongoing full-time employment opportunity.
- Competitive salary with a comprehensive health and dental benefits package, including resources to support mental health and financial wellness.
- Annual Health Spending Account (HSA) and Wellness Spending Account (WSA) to support ongoing learning, health, wellness and family services.
- Defined benefit pension plan.

- Flexible, hybrid work environment with a 7.25-hour workday, Monday through Friday.
- 12 general holidays, plus an annual holiday break in December.
- Earned vacation days, starting at a rate equivalent to 20 days per year.

Apply Now

Submit your resume and cover letter by **January 16, 2026**, quoting file **63501-20** to crnacareers@nurses.ab.ca.

In your cover letter, please describe with examples of your experience, including your background in professional regulation and/or administrative law, how your skills align with the requirements of this position.

We appreciate your interest in joining CRNA and thank all applicants in advance.

Only those selected for an interview will be contacted.