

Junior Prosecutor

Part-time Permanent (3 or 4 days per week)

POSITION OVERVIEW

Reporting to the Director, Professional Conduct and Enforcement (Director), the Junior Prosecutor will support the Director and the Vice President Standards, Certification and Enforcement (Vice President) in the development and maintenance of financial planning standards to support FP Canada's strategic priorities.

The Junior Prosecutor will also support the Director with tasks, including administrative, relating to professional conduct investigations and the prosecution of discipline hearings and may assist the Director, Vice President and other Enforcement Team members with special projects and tasks relating to complaint intake, trademark oversight and other tasks relating to FP Canada's strategic priorities.

Key Responsibilities

In this role, you will:

1. DISCIPLINE PROCEEDING SUPPORT AND PROSECUTION (APPROX. 75%)

- Support the Director with the preparation of files for consideration by the Conduct Review Panel (screening panel) including with the preparation of prosecution opinions.
- Supports the Director in prosecution of matters including research, drafting Statements of Allegations, Affidavits, Joint Agreed Statements of Facts, Settlement Agreements and Submissions and preparing other materials for discipline hearings.
- Direct carriage of some prosecution files including non-cooperation matters and other matters with responsibility for all aspects of the proceedings and prosecution including representing the Standards Council before Hearing and Appeal Panels.

2. REVIEW OF COMPLAINTS (APPROX. 10%)

- Provide assistance to the Manager, Complaint Intake with the initial review of complaints to identify potential violations of the Standards of Professional Responsibility.

3. REVIEW OF TRADEMARK USE (APPROX. 5%)

- Assists with identifying and addressing suspected misuse of FP Canada's trademarks including preparing Cease and Desist letters and liaising with external legal counsel.

4. SUPPORT OTHER FP CANADA OR STANDARD COUNCIL PROJECTS AND INITIATIVES (APPROX. 10%)

- Engage with key stakeholders including, industry representatives and other professional bodies and regulators, to support the adoption of and maintenance of the Standards Council standards.
- Act as a professional resource to other FP Canada divisions and departments.
- Participate, as required, in opportunities to speak/present to Certificants, industry firms, educators and other stakeholders and at FP Canada events.
- Undertake other tasks as assigned by Director and Vice President to support the achievement of FP Canada's strategic priorities.

Required Qualifications

The ideal candidate will have the following skills and experience:

- Law degree in good standing with the Law Society of Ontario
- 3 or more years of litigation experience preferably gained in a regulatory environment or with a professional oversight body.
- Knowledge of administrative law, experience with alternative dispute resolution and litigation experience before administrative tribunals, all assets.
- Knowledge of the regulatory environment related to the financial services industry.

Competencies

The ideal candidate will have the following skills and experience:

- Knowledge of and demonstrated commitment to professional-oversight and standard setting.
- Highly developed research, analytical and writing skills.
- Strong attention to detail.
- Ability to work collaboratively across all areas within an organization.
- The ability to work in a fast-paced environment with competing demands.
- Proficiency in oral and written communication in English is required. Fluency in French and the ability to work in French is an asset.
- Ability to use the Microsoft Office suite, Outlook, and ability to work with ease on or learn a variety of software applications.

ABOUT FP CANADA

Established in 1995, FP Canada is a national not-for-profit education, certification and professional oversight organization working in the public interest. FP Canada is dedicated to championing better financial wellness for all Canadians by leading the advancement of professional financial planning in Canada. Learn more at [FPCanada.ca](https://www.FPCanada.ca).

WORKING WITH FP CANADA

We're [FP Canada](#), a team of passionate and progressive professionals. FP Canada employs over 55 people, and our office is located in downtown Toronto. This is a part-time permanent position working 3 or 4 days per week, during core business hours, with some flexibility required.

We are committed to wellness and a healthy work environment for our employees. You will earn a highly competitive annual salary, generous paid vacation and personal time, and you will enjoy our comprehensive employee benefits, RRSP matching program, professional development opportunities, flexible work arrangements and regular social events.

We are service-oriented, principled, and driven to make a societal impact, and we strive for and demand excellence, integrity, and respect from each other as well as our external stakeholders. We value collaboration and flexibility, and together have created a collegial and positive work environment.

Our Commitment to Inclusion and Diversity

FP Canada values inclusion and diversity, and different perspectives and experiences; and we are committed to working towards an inclusive and diverse organization, reflective of Canada's population. We encourage candidates who identify in traditionally underrepresented communities (women, racialized persons, indigenous persons, LGBTQ2S+ and persons with disabilities) to apply.

Our Commitment to Accessibility

FP Canada is committed to ensuring equal access and participation for people with disabilities in accordance with the *Ontario Human Rights Code (OHRC)* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. FP Canada will provide accommodation on request throughout the recruitment, selection and/or assessment process for applicants with disabilities. If you require accommodation, please inform our Human Resources Department at careers@fpcanada.ca.

HOW TO APPLY

To apply, please submit your application to careers@fpcanada.ca and note the position title in the subject line. Applications will be accepted until Aug 9, 2024.

We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.