



Law Clerk CCC-3

The Law Clerk reports to Senior Counsel and is primarily responsible for assisting in the completion of due diligence reviews of CCC suppliers and CCC projects. In carrying out these functions, the Law Clerk will report to and work closely with Senior Counsel and other lawyers as necessary, and with CCC's Integrity Compliance Committee to ensure the proper application of CCC's Integrity Framework. The Law Clerk's secondary responsibility will be to support the Access to Information Coordinator with ATIP requests, time permitting.

Roles and Responsibilities

- Assists the Integrity Compliance Committee (through Legal Services) to implement all necessary actions to ensure achievement of the objectives of the integrity framework, policies, procedures and instructions of the corporation.
- Collaborates cross-functionally to anticipate emerging integrity compliance issues and work requirements.
- Oversees the collection of information from prospective customers in the Corporation's due diligence questionnaire, receives and enters the information contained in the responses to the Corporation's due diligence questionnaire and the results of the application of the Corporation's Enhanced Managerial Review (EMR) Guideline into a database.
- Interacts directly with prospective customers to clarify ambiguities and omissions in information submitted.
- Drafts the initial responses for review by the Senior Counsel for ultimate reporting to the Integrity Compliance Committee (ICC) and the Risk and Opportunities Committee (ROC) of the findings of the due diligence questionnaire and other due diligence results.
- As necessary, assists the Senior Counsel in applying the Corporation's Enhanced Managerial Review (EMR) Guidelines.
- Responds in a timely manner to queries received from the ICC email address, coordinates ICC weekly meetings and tracks outstanding items.
- Manages deadlines and deliverables on simultaneous projects and time sensitive assignments.
- Completes media monitoring log, and works with the Communications Team to generate a quarterly report. Reviews quarterly media report with Business Development and prepares the ROC Quarterly media monitoring reports.
- Ensures information is provided to the Senior Counsel and the Integrity Compliance Committee in a timely and responsive manner and that it is accurate and concise.
- Assists with the implementation of revisions to corporate policies and procedures for the general operation of the integrity framework and its related activities.
- Periodically reviews and suggests updates for standards for due diligence,

including search engines and best practices compliance initiatives, monitoring and training to ensure continuing currency and relevance in providing guidance to the Integrity Compliance Committee and Management.

- Works with the Senior Counsel, Integrity Compliance Committee and other business lines (e.g., Risk Management, Internal Audit, Legal Services, etc.) to direct integrity compliance issues to the Risk and Opportunity Committee for recommendations. Consults with the lawyers of Legal Services to resolve issues.
- Interacts with CCC officers in the distribution and collection of information for integrity compliance and reporting of findings.
- Conducts training sessions, and ensures annual Trace training for all staff.
- Monitors developments in the Integrity area and provides updates on any new and relevant information regarding integrity compliance.
- Provides reports on a regular basis, and as directed or requested, to keep the Integrity Compliance Committee and Senior Management informed of the operation and progress of integrity compliance and due diligence matters.
- Provides assistance to the Law Clerk and ATIP Coordinator to process Access to Information/Privacy requests; Assists with entering the requests into a database and maintains the ATIP records management system.
- Assists with the review of relevant records compiled under Access to Information/Privacy requests and provides initial recommendations as to which, if any, exemptions, exceptions apply under the Access to Information /Privacy Acts.
- Assists lawyers as required in drafting, formatting, proofreading and editing legal and commercial documents.
- Adheres to the CCC Policy Suite and related procedures and instructions.

Requirements

- Post-secondary education or an acceptable combination of education, training, and/or relevant work experience. Prior work and/or educational experience in areas related to ethics and compliance would be highly desirable.
- Professional designation or 1 to 3 years of experience in reviewing, analyzing documentation and distilling relevant details to assist Senior Management in taking decisions with regards to legal, contract or compliance related matters.
- An awareness of the *Corruption of Foreign Public Officials Act*, and industry practices concerning bribery and corruption.
- Proficiency in using Microsoft Office Suite (Outlook, Word, PowerPoint and Excel) and in establishing and maintaining a file management system and a registry system.
- Experience in word processing, formatting and amending contracts, letters, forms and other legal or contract documents.
- An ability to master the CCC Integrity Framework, Policies, Procedures and Instructions of the Corporation, the Corporation's Enhanced Managerial Review Guideline, corporate documentation and organizational charts.
- Superior reading and writing skills, strong research, issue spotting and analytical skills, as well as an ability to retrieve basic information from financial statements, and organize work priorities.

- Ability to work independently and as part of a cross-functional team.
- Proficiency in both official languages is highly desirable.

Competencies:

Business Perspective: Using an understanding of business issues, processes and outcomes to enhance business performance.

Client Focus: Providing service excellence to internal and/or external clients.

Teamwork: Working collaboratively with others to achieve organizational goals.

Attention to Detail: Working in a conscientious, consistent and thorough manner.

Analytical Thinking: Analyzing and synthesizing information to understand issues, identify options, and support sound decision making.

Planning and Organizing: Reaching goals that are central to organizational success by making and following plans and allocating resources effectively.