

Solicitor IV (Procurement Lead) - Under Review

Department: Legal Services

Designated Work Location: 3rd floor, 185 King St.; Hybrid with designated work location

Position Type: Permanent, Full-time

Hours of Work: 8:30 a.m. to 4:30 p.m., Monday to Friday, overtime as required

Salary: \$121,838.141 - \$171,864.730 annually, Out of Scope/Grade 7

Employee Group: Out of Scope

Posting No.: 126990

Closing Date: May 20, 2026

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a respectful, diverse, safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse, skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be

underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQIA+ Peoples and Newcomers are encouraged to self-declare.

For the purpose of this recruitment, Equity may be a factor in selection. Consideration will be given to Indigenous Peoples.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Job Profile

The Legal Services Department is responsible for providing legal advice and services with respect to all City activities including conduct of real estate and corporate/commercial transactions, litigation and by-law prosecutions, claims/risk management, by-law drafting and statutory interpretation, procurement, contracts, constitutional, labour and employment law and other areas specific to municipal corporations.

Under the general direction of the Director of Legal Services and City Solicitor, as well as two Deputy Directors, the successful candidate will be responsible for providing legal advice, representation and mentorship with respect to all facets of procurement, representing the City in a professional and competent manner.

The successful candidate will be a subject matter expert in the area of practice and will mentor other lawyers in the practice team, as well as monitor and manage the distribution of work assigned to the lawyers within the practice team.

The Department is arranged into the following practice teams:

- Grants & Governance
- Labour, Employment and Human Rights
- Litigation and By-law Enforcement
- Planning & Land Development
- Procurement
- Real Estate

As the Solicitor IV (Procurement Lead), you will:

- Provide expert legal advice and other legal services on complex and/or sensitive matters to the municipal corporation, its departments, and committees of Council.
- Lead development of legal documentation such as standard templates, general conditions, internal policies & procedures and administrative standards.
- Provide legal services related to all stages of procurement through a public bid solicitation, including evaluation and award, interpreting contract terms, providing legal advice regarding contract administration, contract disputes and contract administrator appeals.
- Lead and/or oversee complex commercial transactions and negotiations related to major projects or requiring input from multiple practice areas.
- Lead practice team meetings, provide guidance and strategic advice on legal and public policy issues.
- Review work of other Solicitors within the practice area to ensure that established standards are met.
- Provide input into performance evaluation of Solicitors in the Procurement team.
- Participate on various ad-hoc and administrative committees.
- Attend agenda management and Council committee meetings as required.

Your education and qualifications include:

1. Bachelor of Laws (LL.B.) degree, Juris Doctor (J.D.) degree, or equivalent.
2. Minimum of 10 years' experience as a practicing lawyer.
3. Minimum of 5 years' post-articling experience in the area of procurement or equivalent experience.

4. Experience with supervising or mentoring others.
5. Experience assigning work and monitoring the workflow of assignments within a team.
6. Excellent verbal communication skills, including the ability to persuasively advocate, and explain technical and legal information in plain language to all levels of the organization and external stakeholders.
7. Superior written communication skills with the ability to author a variety of contracts, documents, policies, and correspondence.
8. Excellent interpersonal skills, including the ability to establish and maintain effective working relationships with individuals at all levels of the municipal organization, external contacts, and the public.
9. Excellent organizational and time management skills to manage multiple priorities, and meet deadlines.
10. Ability to work independently and produce high quality work, with minimal supervision.
11. Excellent problem solving and decision-making skills.
12. Strong negotiation skills, including using sound judgment, diplomacy and discretion when providing legal advice and advocating to facilitate the resolution of contentious issues.
13. Knowledge of contract, procurement and municipal law, trade agreements and procedural fairness.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://canalliance.org/en/) <https://canalliance.org/en/> at application.

Conditions of employment:

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- Police Information Check satisfactory to the employer will be required from the successful applicant at their expense
- Membership in good standing with the Law Society of Manitoba.

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume (**Required**).
2. Cover Letter

Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311.

Position Reports To: Director of Legal Services

1. Where applicants do not meet all essential qualifications of a position, underfill arrangements may be considered.

Only candidates selected for interviews will be contacted.