**Associate General Counsel, Labor & Employment Law**

1. Primary Purpose of the Position

Acting under the oversight of the Deputy General Counsel and Chief Compliance Officer, the position incumbent will be primarily responsible for providing advice and counsel regarding labor and employment matters involving University of Maine System (“UMS” or “System”) faculty, staff, and student employees and labor unions, including, but not limited to: general HR matters; faculty and tenure matters; collective bargaining administration and negotiation matters; Title IX; and Equal Opportunity (“EO”) matters. More generally, the position incumbent will exercise independent judgment to provide timely legal advice to UMS universities and personnel, expanding preventative legal education and supporting UMS personnel to have greater self-reliance in handling legal matters affecting higher education and System enterprise risk management as appropriate.

1. Essential Functions
2. Provide legal advice, opinions, and counsel regarding requests for legal assistance from university liaisons and other System personnel and administration focused in the areas of:
	1. Labor Relations matters including, but not limited to, grievances, arbitrations, administrative complaints, dispute resolution, and employee discipline;
	2. Collective bargaining strategy and engaging in collective bargaining negotiations and labor contract administration, including through advisory memoranda, documents, and briefings relating to collective bargaining agreements and agency proceedings;
	3. Training for managers, supervisors and management officials concerning rights and obligations under the University of Maine System Labor Relations Act and related applicable state and federal labor law, policies and procedures;
	4. General employment matters, including but not limited to, hiring, separation, employee discipline, internal investigations, workers' compensation, and wage and hour matters involving University employees;
	5. Investigating and advising on allegations of wrongdoing, including harassment, discrimination and wrongful termination, and participating in the University’s response to and defense of these and other labor and employment matters in litigation;
	6. Representing UMS in hearings, meetings, mediations, arbitrations, and in other forums related to University legal matters as needed; and
	7. Other general legal advising and counsel as directed.
3. Work closely with System Risk Management personnel to develop, coordinate, and implement legal strategies and coordinate legal advice that takes into account System insurance portfolios and mitigation of covered and non-covered legal risks, including, but not limited to, in the employment law area.
4. Supervise and manage outside counsel in employment and labor law matters including litigation.
5. Independently or in conjunction with outside counsel, issue litigation holds, gather and prepare evidence for pleadings, briefs, and other responses to University litigation and disputes; represent the System in court proceedings and before administrative hearing bodies.
6. Conduct research, prepare analysis, and offer legal and policy advice to System and university leadership to ensure compliance with all applicable laws and regulations.
7. Maintain current knowledge of, and provide advice on how to implement, legal and technical developments regarding University administration and higher education.
8. Prepare legal documents, such as contracts, settlement agreements, termination agreements, collective-bargaining agreements, employment agreements, and faculty tenure agreements.
9. Identify and propose for implementation quality improvement interventions for the Office of General Counsel work flow in order to continually enhance the delivery of legal services.
10. Serve as the office resource on current law, regulation and developments in labor and employment.
11. Provide legal expertise and otherwise represent the Office of General Counsel in meetings with University/System officials and individuals outside of UMS.
12. Other job-related duties as assigned.
13. Nonessential Duties

None

1. Supervisory Responsibilities

May supervise subordinate attorneys, employees, or interns (student or temporary) in the Office of General Counsel. Duties may include assigning, monitoring, and checking work; training and disciplining personnel; and evaluating performance.

1. Reporting Relationship

Reports to the Deputy General Counsel and Chief Compliance Officer.

1. Knowledge, Skills, and Abilities

*Required:*

1. Strong organization, communication, writing, leadership and mediation skills.
2. Display strong analytic and strategic thinking; for instance, by formulating effective strategies consistent with University goals and objectives, examining policy issues, developing strategic plans to accomplish objectives, setting priorities and anticipating potential threats and opportunities.
3. Ability to establish and maintain effective professional relationships with faculty, staff, students, University officials, union representatives, and the general public.
4. Ability to anticipate and identify the need for action and to plan, supervise, and execute appropriate assignments with minimal guidance or supervision.
5. Ability to exercise independent legal judgment and act in accordance with professional ethical standards.
6. Ability to act independently in the absence of the Deputy General Counsel and Chief Compliance Officer.
7. Qualifications

*Required:*

1. J.D. or LLB Required. License to practice in Maine or licensure within 1 year.
2. At least six years of post-J.D. legal experience in labor and employment law.

*Preferred*:

1. Experience working as a labor and employment lawyer with a public entity or higher education institution.