



JOB DESCRIPTION

I. JOB IDENTIFICATION

Position Title: Jurilinguist
Linguistic Profile: CCC
Group and Level: ADG-C

Supervisor Title: Coordinator, Jurilinguist (Under Review)
Directorate: Office of the Law Clerk and Parliamentary Counsel
Service Area:
Effective Date: January 2018

II. POSITION SUMMARY

The Jurilinguist is accountable for delivering professional legislative revision and linguistic review in both official languages of federal government legislation and private Members' bills drafted for introduction and tabling in the House of Commons. The position is responsible, as technical and linguistic expert, to *provide advice related to the terminology, syntax, phraseology, organization of ideas and style that are appropriate to legal language and, specifically, to legislative language and to the subjects dealt with, and also, within the context of bilingual Bills and regulations, comparison services to ensure equivalency of the English and French.* The jurilinguist's recommendations and advice are authoritative.

III. ORGANIZATIONAL STRUCTURE

The three (3) jurilinguist positions report to the Coordinator, Jurilinguists' Team. The Jurilinguist does not have any responsibility for the supervision of other staff.

IV. PRINCIPAL RESPONSIBILITIES

1. Delivers professional legislative revision and linguistic review, in both official languages, of federal government legislation and private Members' bills drafted for introduction and tabling in the House of Commons. The position applies specialized knowledge of jurilinguistic principles and expertise to the review in both official languages of the terminology and technical details of government bills submitted by the Department of Justice for introduction in the House of Commons..
2. Conducts or reviews research into various fields of knowledge and across the body of federal legislation, to capture the essence of various topics, areas of human activity, specialized terminology and the laws that govern them, as well as to comprehend the basis for legislative texts submitted for linguistic and technical review and revision to ensure legal and cultural consistency of legislative texts.
3. Ensures the linguistic and technical analysis of successive legislative texts and changes stemming from motions in amendment, modifications in committee, etc. at each step of the legislative process, and exercises specialized skills in detecting and correcting errors in style, spelling, grammar, logic, structure and substance in drafted and translated texts, to ensure the correctness of the technical construct and accuracy in both the English and French languages. Reviews and provides

authoritative advice and recommendations to legislative counsels on corrections made by translators.

4. Reviews and assesses particular aspects and requirements in legislative text (e.g. consequential and transitional amendments, coordinating amendments, coming into force, etc.), conducts the necessary research and analysis, identifies specific issues and problems, proposes technical solutions, and integrates revisions and amendments to texts in the parliamentary context.
5. Provides revision and linguistic advice to the Office of the Law Clerk and Parliamentary Counsel in regard to various legal documents to ensure coherence, consistency and agreement in both languages, and provides guidance to parliamentary counsel (Legislation) on all technical and linguistic aspects of legislative texts.
6. Assists the Coordinator in the development and updating of the unit's policies, processes and tools, as well as of the training materials and user manuals used by Legislative Services staff and other partners. Provides input to periodic communiques that raise awareness of issues in linguistics and new conventions in legislative drafting.
7. Assists the Coordinator in the planning, preparation and production of the *List of Reports and Returns*, conducts research and analysis of *Journals* for reports tabled in the relevant session, reviews the *Canada Gazette, Part II* for orders concerning the coming into force of legislation, as well as all bills tabled during the same session, and contributes to the drafting and editing of the List and the determination of its accuracy for distribution.
8. As required, leads project teams and committees involved in legislative editing and linguistic review assignments; recommends corrections, and submits revised versions for posting to the LEGISinfo website. Actively engages Members and legislative counsels in reaching consensus on terminology.
9. Undertakes special projects assigned by the Coordinator, Jurilinguists' Team or the Deputy Law Clerk and Parliamentary Counsel where expert advice is sought to develop standards pertaining to jurilinguistic and linguistic aspects of legislative drafting and the legal and cultural consistency of official language versions of documents, including standardization of terminology and legal and legislative phraseology, bijuralism and readability.
10. Closely follows the work and developments in the House of Commons in order to foresee and prepare for changes in workload or priorities and to develop and maintain professional tools required to perform the work (e.g. table of legislation amended by government bills).

V. KNOWLEDGE, SKILLS AND EXPERIENCE

Education	<ul style="list-style-type: none"> • University degree in linguistics or translation.
Knowledge	<ul style="list-style-type: none"> • Comprehensive knowledge of the specialized concepts, principles, methodologies and practices associated with legislative drafting and technical revision, including the rules of statutory interpretation. • Comprehensive knowledge of both the English and French languages, and subtleties in linguistics, grammar, syntax, etc. • Comprehensive knowledge of the concepts and principles of jurilinguistics applicable to the comparative review of legislative texts in both official languages, including notions linked to legal terminology, grammar, lexicology, linguistics and stylistics. • Comprehensive knowledge of the legislative process in Canada, of the role of the House of Commons and Senate, of the committee process for the review and amending of legislative projects, as well as the role and responsibilities of the Department of Justice Canada.

	<ul style="list-style-type: none"> • Comprehensive knowledge of the conventions that apply to legislative revision and of developments in the use and conditions that apply to new terminology. • Broad knowledge of the body of federal legislation in Canada, of bills introduced in Parliament, and of proclamations, orders and amendments to federal laws. • Knowledge of the provisions of the <i>Standing Orders of the House of Commons</i> in regard to the preparation of the <i>List of Reports and Returns</i>. • Comprehensive knowledge of the <i>Interpretation Act</i> and the <i>Parliament of Canada Act</i>. • Knowledge of the principles of team leadership, training, coaching and mentoring. • Knowledge of recognized principles and methods for the development of training materials. • Continuing study of the evolution of conventions in legislative drafting.
Experience	<ul style="list-style-type: none"> • Broad experience in legislative drafting and technical revision. • Broad experience in the review of federal bills, private members' bills and judicial opinions. • Broad experience in applying legislative drafting conventions and guidelines in various areas of Canadian law. • Broad experience in addressing issues with legislative texts, of precedents, of the use of coordinating amendments and transitional provisions, and of various solutions and options in resolving problems. • Significant experience in consulting with legislative counsel in regard to the intent of bills, amendments, etc., and working towards solutions to complex drafting requirements. • Experience in conducting research and analysis in various fields of knowledge and legislation. • Experience in providing training and mentoring to junior staff. • Experience in developing training materials, delivering training and producing communications products.
Skills	<ul style="list-style-type: none"> • Capacity to work under pressure and minimal supervision. • Excellent research and analytical skills. • High level of attention to detail. • Creative and problem-solving skills. • Strong interrelationship and persuasive skills. • Superior written and verbal communications skills in both English and French.

VI. Working Relationships

Contact	Purpose/Result of Contact
Legislative Counsel	<p>To make warranted and necessary corrections to the legislative texts submitted for review by counsel, and to provide linguistic and technical guidance and suggestions regarding the substance of legislative texts.</p> <p>To provide directives and explain conventions, some of which are determined by the team, in regard to the drafting of legislative texts.</p>

Contact	Purpose/Result of Contact
Translators	To revise the translation of legislative texts, make the required corrections and provide explanations on the changes, based on expertise in linguistics and the application of jurilinguistic principles. To elaborate on the modifications in revised versions to assist in training legislative translators.
Parliamentary Publications Legislative team	To submit edited work and validate the data entered by publishing and quality assurance officers.
Journals Branch	To communicate in regard to the requirement for additional information required to prepare the <i>List of Reports and Returns</i> .
Senate of Canada and Department of Justice employees	To ensure cooperation across the organizations in ensuring overall legislative consistency.
Deputy Law Clerk and Parliamentary Counsel	To respond to research requests for information in various areas and to advise on precedents relating to specific bills.

VII. PROBLEM SOLVING

Challenge/Situation and Response	Assistance/Reference/Support
<p>1. Challenge/Situation:</p> <p>Undertake the more complex legislative revision and linguistic review assignments on major legislative projects or components across a wide range of fields of human activity or topics.</p>	<p>Guidance is available from the Coordinator, Jurilinguists' Team.</p> <p>Refers to sources of research (e.g. internet; Library of Parliament; reference manuals and guides).</p>
<p>Response:</p> <p>Identify the sources of information in the field of activity or topic covered by the specific legislative text, and capture specific aspects that relate to specialized terminology, technical elements and conventions used in existing federal legislation, as well as in other jurisdictions.</p> <p>Conduct a minute and detailed review of legislative drafts prepared by Parliamentary counsel (Legislation) or translated versions, and examine all aspects of legislative texts in terms of style, spelling, grammar, logic, structure and substance. Ensure specialized linguistic expertise in English and French in reviewing the wording and intent of legislative texts in both official languages, including motions in amendment, to ensure they convey the exact meaning, to identify discrepancies and errors, and to change text accordingly. As necessary, re-write whole paragraphs or portions of text to ensure coherence, consistency and agreement in both languages, and</p>	<p>Refers to the body of federal legislation touching on or linked to proposed bills tabled in Parliament.</p> <p>Refers to provincial and international legislative texts.</p> <p>Refers to recognized methods, techniques and practices relating to the legislative drafting and review process.</p> <p>Refers to specialized methods and techniques associated with jurilinguistic comparison of English and French legislative texts.</p> <p>Refers to bijural terminology records.</p> <p>Refers to specialized tools, guides and references for both the English and French languages, including Legistics and the Guide fédéral de jurilinguistique législative française. (Department of Justice)</p> <p>Refers to conventions regarding the priority given to motions in amendment and to</p>

Challenge/Situation and Response	Assistance/Reference/Support
<p>provide explanations to parliamentary counsel on the nature and rationale for proposed changes. Deliver revised texts in accordance with priorities and rigid timelines.</p>	<p>Government and private Members' bills.</p>
<p>2. Challenge/Situation:</p> <p>Deliver expertise in addressing the technical components of drafting legislative texts, and research and propose solutions to complex issues and problems.</p> <p>Response:</p> <p>Review legislative texts across the different stages of the legislative process, identify specific requirements (e.g. drafting coordinating amendments), analyze and evaluate the implications of consequential and transitional amendments, coming into force provisions, etc., and make appropriate recommendations/ reformulate the draft text while ensuring the technical construct adheres to federal guidelines and precedents in legislative texts.</p> <p>Make recommendations and provide advice on creative solutions to address identified issues and problems.</p>	<p>Guidance is available from the Coordinator, Jurilinguists' Team.</p> <p>Refers to the Department of Justice guide to coordinating amendments.</p> <p>Refers to precedents in federal legislation.</p> <p>Refers to the <i>Table of Public Statutes and Ministers Responsible</i> in regard to the unproclaimed provisions of enacted legislation, as well as the internal table of legislation amended by government bills.</p>
<p>3. Challenge/Situation:</p> <p>Take a leadership role in supporting the Coordinator, Jurilinguists' Team in the research and analysis required to produce the <i>List of Reports and Returns</i> before each parliamentary session.</p> <p>Response:</p> <p>Contribute to the planning of the <i>List of Reports and Returns</i> through advice and recommendations on research and analysis to be conducted by each team member. Assist in instructing junior staff on the process and procedures for researching Journals for information on reports that are tabled, the identification of orders on coming into force of legislation in a given session published in the <i>Canada Gazette, Part II</i>, as well as the bills enacted during that session setting out tabling requirements and coming into force dates.</p> <p>Organize on behalf of the Coordinator the compilation of input from each team member, and the updating of the <i>List of Reports and Returns</i> to</p>	<p>Guidance is available from the Coordinator, Jurilinguists' Team.</p> <p>Refers to Journals and the <i>Canada Gazette, Part II</i>.</p> <p>Refers to reports tabled by responsible federal departments.</p> <p>Assistance is available from the Journals Branch.</p>

Challenge/Situation and Response	Assistance/Reference/Support
reflect new, modified or deleted entries.	

VIII. ACCOUNTABILITY

Decisions	Impact
<p>Makes decisions on modifications to legislative texts drafted by legislative counsel to ensure that these texts are technically sound, free of errors and ambiguities that encompass style, spelling, grammar, logic, structure and substance, and that the linguistic dimensions and terminology in both English and French are accurate, coherent, consistent and in agreement.</p>	<p>Decisions ensure that errors, inconsistencies and ambiguities in legislative texts are identified and corrected to avoid challenges in the courts and impacts on other legislation that could have major implications across the country. Errors could also delay the certification and printing of bills or require reprinting, result in major expenses, lead to debates in the press or raise public scrutiny or controversy. In certain cases, errors could damage the reputation of the Office of the Law Clerk and the House of Commons and compromise the working relationship between the Office and Members of Parliament</p>
<p>Reviews requirements in bills that require specific technical approaches (e.g. coordinating amendments; consequential and transitional amendments, etc.), and determines solutions to apply in addressing specific problems.</p>	<p>Decisions ensure that precedents are appropriately researched and that technical constructs in bills comply with drafting conventions and guidelines. If coordinating, consequential and transitional amendments are not correctly drafted, this could lead to conflicting legal provisions or a situation where there is a legal void, resulting in debates in the press, increased public scrutiny or controversy, challenges in the courts and damage to the reputation of the Office of the Law Clerk and the House of Commons.</p>
<p>Makes choices and decisions in the preparation of the <i>List of Reports and Returns</i> through careful review of all legislation enacted since the preparation of the last list, and the addition or deletion of entries based on amendments made to various statutes and their coming into force. Also consults and interprets reports on Crown corporations issued by Treasury Board as well as report issued by the Department of Justice regarding ten-year old provisions not in force and for which no resolution has been taken by the House of Commons.</p>	<p>Decisions influence the accuracy of the <i>List of Reports and Returns</i>, which is consulted by all federal departments/agencies and parliamentary institutions pertaining to their statutory obligations to table reports in Parliament. They ensure that departments are aware of such requirements, avoid confusion over reporting requirements and the coming into force of such obligations. Errors could damage the reputation of the Office of the Law Clerk.</p>
<p>Establishes and ensures the integrity of the database used to prepare the list of legislation amended by bills during a same session, as well as the coming into force of legislation.</p>	<p>Decisions ensure effective support for the Coordinator in establishing processes that assist the unit in delivering on its responsibilities, and ensuring ongoing and accurate information on</p>

Decisions	Impact
Determines assignments that could benefit the professional development of Jurilinguists and recruits at different stages of training and mentoring.	legislation. Decisions ensure that Jurilinguist staff progress in the acquisition of the needed competencies and specialized knowledge, and strengthen the internal capacity to deal with workloads and succession requirements.

Recommendations	To Whom
Provides advice on style, structure, linguistics and consistency with existing federal legislation, as well as on the application of other legislation, and proposes solutions as required.	To Legislative Counsel , translators and other partners.
Analyzes new or unusual requests or situations and recommends that procedures or methods be developed, or that existing ones be adapted or updated.	To the Coordinator, Legislative Linguists.
Reviews legal documents and other materials and provides advice and recommendations that ensure their linguistic accuracy and the consistency in both English and French.	To the Deputy Law Clerk and Parliamentary Counsel, as well as to Legislative Counsel .
Makes recommendations pertaining to the entry of reports into the Journals in the context of preparing the <i>List of Reports and Returns</i> .	To staff of the Journals Branch.

IX. WORKING CONDITIONS

A – Physical Effort

The work is performed in an office environment while seated at a desk to review and edit legislative texts and other legal documents, conduct research and analysis, as well as attend meetings. Minimal physical effort is required in conducting the work.

B – Physical Environment

Work activities are performed in a climate-controlled office where there are few disagreeable environmental conditions, other than the regular glare from a computer monitor.

C – Sensory Attention

Sustained attention is necessary to scrutinize and edit different versions of bills, amendment motions and other legal documents to ensure they contain no errors, that precedents are followed, and that the text is logical, consistent and in agreement in both English and French versions, while delivering work within tight and often inflexible deadlines.

D – Mental Stress

The work environment is characterized by a lack of control over the workload and pace, multiple demands, rigid timelines, frequent interruptions, changing or conflicting work priorities, as well as little or no advance notice for overtime work. The incumbent must maintain a professional attitude while managing and controlling the various pressures of the position’s responsibilities, including its rapid pace and numerous, and very tight deadlines.

X. ADDITIONAL CONTEXT

Non-partisan, confidential legislative revision services are provided within extremely tight deadlines and follow very high-quality standards. The consequences of errors in the revision function can be very serious and embarrassing to the Office of the Law Clerk and Counsel, Legislative Counsel , Legislation Services staff, the Clerk of the House of Commons, the Speaker of the House and the institution as a whole. Errors could result in delays in the proceedings of the House and in additional expenses caused by the reprinting of a bill. This could seriously damage the working relationship between Senate staff and House of Commons staff. In addition, such an incident could be problematic and of serious consequence to the proceedings of the House, should a Member or party use it for political purposes in debate or to raise a procedural issue. Any errors could lead to debates or controversy in newspapers and other media and even to litigation in the courts.

Jurilinguistics and legistics are highly specialized fields that require expertise in language (French and English), translation, law and legislative drafting and revision, which makes recruitment, training and workforce retention very difficult. In this case, expertise to a level of knowledge that surpasses that of legislative counsels, who are the jurilinguists’ primary clients and who already have above-average knowledge of the subject area (linguistic quality and consistency of versions) in relation to members of the public but also in relation to the jurilinguists themselves. In fact, as there is no specialized jurilinguistics training to speak of, by virtue of the depth of their experience and the extent of their knowledge, jurilinguists are charged with ensuring that fellow jurilinguists receive training and professional development in language and drafting.

XI. AUTHORIZATION

Name of Supervisor

Signature

Date