

EMPLOYMENT OPPORTUNITY:

LEGAL COUNSEL AND SENIOR LEGAL COUNSEL

August 26, 2025

CAREER OPPORTUNITY

The Market Surveillance Administrator (MSA) is looking for Legal Counsel with 1 to 5 years of relevant experience, or Senior Legal Counsel with 5 to 10 years of relevant experience. Both positions would report to the General Counsel.

The ideal candidate has broad and strong team member skills, legal knowledge, and experience in economic regulatory process and procedure, the energy sector, and the relevant legal framework in Alberta and Canada. Experience in the Alberta electricity industry and regulatory environment would be a distinct advantage.

The ideal candidate would have strong listening, analytical, and writing skills and be able to work efficiently, collegially, and effectively with colleagues at the MSA, industry personnel, external counsel, and outside experts. Also critical is the ability to engage on a constructive and knowledgeable basis with market participants, government, industry agencies within Alberta and in other jurisdictions, and other stakeholders.

RESPONSIBILITIES – LEGAL COUNSEL

Reporting to the General Counsel, and working at the direction of the General Counsel and Senior Legal Counsel, Legal Counsel will:

- support General Counsel and Senior Legal Counsel by providing legal research and advice on points of law relevant to the exercise of the MSA's statutory mandate;
- provide timely and practical legal advice and services to assist other MSA staff in carrying out the MSA's statutory mandate and to assist the MSA in complying with applicable laws, regulations, and government policies;
- assist with the collection and review of records and information received from electricity market participants in the course of investigations conducted by the MSA;
- with the input of the executive team, negotiate settlement agreements with electricity market participants in relation to contraventions of relevant legislation and rules; and
- assist in drafting materials for submission and attend hearings in matters brought by the MSA before decision-making bodies.

MAIN RESPONSIBILITIES – SENIOR LEGAL COUNSEL

Reporting to the General Counsel, Senior Legal Counsel will:

- with General Counsel, supervise and direct the work of Legal Counsel;
- support General Counsel by directing and preparing research and advice on points of law relevant to the exercise of the MSA's statutory mandate;
- provide timely and practical legal advice and services to assist other MSA staff in carrying out the MSA's statutory mandate and to assist the MSA in complying with applicable laws, regulations, and government policies;
- assist with the collection and review of records and information received from electricity market participants in the course of investigations conducted by the MSA;
- with the input of the executive team, negotiate settlement agreements with electricity market participants in relation to contraventions of relevant legislation and rules; and
- supervise and assist in drafting materials for submission and attending hearings in matters brought by the MSA before decision-making bodies.

SALARY AND BENEFITS

The MSA seeks to compensate its employees in a manner commensurate with their training and experience, and comparable to similar employers in Alberta. In addition to their salary, MSA employees are eligible for a comprehensive medical/dental benefits package, as well as contributions to a registered retirement savings plan. Vacation and other entitlements are also included.

The successful candidate will be expected to develop and execute analytical frameworks, methodologies, and work plans that are appropriate to their assigned tasks and to present and actively seek feedback regarding the results and implications of their work. They will also be expected to assist, guide, and train others to perform complex assignments. Active project management and the ability to prioritize competing demands will be essential for success.

EXPERIENCE AND QUALIFICATIONS

- Bachelor of Laws (LLB) or Juris Doctor degree.
- Member of the Law Society of Alberta or eligible for such membership.
- Legal Counsel – 1 to 5 years' relevant legal experience; Senior Legal Counsel – 5 to 10 years relevant legal experience
- Exceptional drafting skills and excellent oral and written communication skills.

- The ability to work collegially with a small team and to provide services on a wide range of issues.
- Sound independent judgment, reasoning, and diplomacy.
- A strong sense of ethics and the ability to handle sensitive information with tact and discretion.
- The ability to work in a multi-task environment with attention to detail.
- The ability to manage changing priorities in a fast-paced environment and ensure deadlines are met.

ABOUT THE MARKET SURVEILLANCE ADMINISTRATOR

The MSA is a public agency that protects and promotes the fair, efficient, and openly competitive operation of Alberta's electricity and retail natural gas markets. The MSA conducts surveillance of Alberta's wholesale electricity market and retail electricity and natural gas markets and undertakes enforcement activities to ensure compliance with all applicable electricity and natural gas legislation, the Alberta Reliability Standards, and the Independent System Operator's rules.

The MSA's work is carried out by a small group of highly trained economists, analysts, and legal and administrative staff. If you are looking for a challenging and collegial environment where everyone's contribution counts, the MSA welcomes you to our team. We reward our staff with competitive compensation and benefits, as well as the opportunity to continuously develop new skills and abilities.

APPLICATION PROCESS

If you are interested in this role and meet the required qualifications, please submit (i) a cover letter that demonstrates each of the qualifications outlined above and (ii) a resume or curriculum vitae, quoting the position title in the subject line, to careers@albertamsa.ca.

The MSA will begin reviewing applications after 4 p.m. MT on Wednesday, September 10, 2025. The position will remain open until it is filled. The MSA may retain a human resources firm to screen applications and conduct initial assessments.

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted. The successful candidate will need to undergo a background check prior to the commencement of employment, which will include eligibility to work in Canada.

Applications for this position may be used to fill similar positions should they become available.

PRIVACY NOTICE

The personal information contained in cover letters and resumes is being collected for the purpose of determining your eligibility and qualifications for a position with the MSA. This information is collected in accordance with section 4(c) of the *Protection of Privacy Act*. If you have any questions about the collection or use of this information, please contact the MSA at Suite 600, 440 – 2nd Avenue SW, Calgary, AB T2P 0L6 or by telephone at 403-705-3181.