



**Position Title**            **Compliance Counsel**

**Location**                    Toronto, Ontario

**Reporting To**              Vice President, Senior Legal Counsel, Legal & Risk Operations

**Position  
Overview**

The Compliance Counsel is an essential resource for employees and other industry-related professionals regarding industry rules, regulations, and applicable legislative requirements that must be adhered to. The primary responsibilities of this role are to ensure that Richardson GMP is aware and ahead of legislative and regulatory developments that impact the strategy and operations of the firm, and to provide advice on related controls, including policies and procedures are up to date and reflect current practices. The role also includes providing legal advice on the day-to-day compliance operations of the firm, and drafting agreements and other documents relevant to the firm's business.

**Duties and  
Responsibilities**

- Develop a comprehensive legislative compliance program and work with partners in business and support teams to track all new or updated regulatory and legislative developments, to ensure that policies, procedures and controls are in place, up to date, and operationalized
- Determine trends in legislative and legal requirements that affect our business and provide clear analysis and recommendation on impact to business model, strategy and product and services
- Work collaboratively with business and support teams to provide ongoing advice and guidance on legal, risk and compliance implications related to new product and services, the opening and operation of client accounts, internal and external contracts, operations and technology initiatives and key activities that are informed by or arise from legislative and regulatory requirements
- Conduct or support training on policy and procedure on "hot" topics and on new/amended policies
- Partner with Manager, Regulatory Change to ensure all policy and procedures manuals, testing and review procedures for advisor compliance, branch and compliance operations are updated within prescribed time frames, that they reflect current practices, and comply with all applicable regulatory requirements
- Provide legal advice in respect of matters relating to client accounts, including client documentation (powers of attorney, trust agreements and wills), and account agreements and forms
- Draft and provide advice in respect of various agreements and account documents or forms, as required, including referral agreements and independent consultant agreements
- Provide advice and participate in special projects as required

**Education**

- Degree in law (LL.B. or JD)
- Called to the bar of a Canadian jurisdiction and qualified to practice law in Ontario

## **Qualifications**

- Completion of the Canadian Securities Course (CSC), and Conduct and Practices Handbook Course (CPH), an asset
- 4-6 years post-call experience, in-house or in a compliance or enterprise risk role at an investment dealer or financial institution, with a securities regulator or in private practice with particular focus on advising investment dealers or financial institutions on securities regulatory matters
- Advanced knowledge and understanding of the Canadian securities regulatory landscape, and IIROC and CSA rules and legislation
- Experience interpreting and providing legal opinions in respect of legislation and regulations, in the areas of securities regulation
- Familiarity with trusts and estates law, an asset
- Ability to educate, influence, negotiate and to work independently and within a larger team
- Excellent skills in conceptual editing, copy editing and proof-reading
- Strong understanding of front and back office operations
- Service-oriented with an ability to remain calm and professional under pressure
- Sound judgment and integrity
- Ability to think and act proactively
- Self-motivated and interested in ongoing learning and professional development
- Proficient with Microsoft Office Suite