Senior Legal Counsel

(Up to 14 month temporary employment for parental leave coverage)

Innovate Calgary

CALGARY, ALBERTA

How to Apply: email your resume and cover letter to hr@innovatecalgary.com with **Sr. Legal Counsel** as the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Application Closing Date: December 11, 2026

Please note, interviews may take place prior to the closing date.

About Innovate Calgary

Innovate Calgary is a wholly owned subsidiary of the University of Calgary, supporting the University, its members and partners bridge the gap between discovery and creating economic and societal impact. We provide a unique environment for employees combining a flexible working environment with significant exposure to the breadth of Calgary's and UCalgary's growing innovation and entrepreneurial ecosystems.

About the Role

This is a temporary role with a term of up to 14 months to provide coverage for a parental leave. The end date for the term of this position will be dependent on the successful candidate's start date.

Reporting to the President and CEO, the Sr. Legal Counsel will lead the legal operations of Innovate Calgary. This is a working leader position supervising a small legal team while progressing their own deliverables.

Key Accountabilities:

- Provide legal operational support and strategic advice in a wide range of areas including confidentiality, intellectual property, technology-based commercial transactions, licensing, equity investment in start-ups, procurement of services, human resources, privacy and data protection, dispute resolution and litigation, governance, and policy development and interpretation.
- Draft and review agreements, legal documents and policies.
- Maintain corporate registers, minute books, and corporate governance frameworks, and ensure adherence to corporate laws and best practices.
- Anticipate, evaluate, and make recommendations to appropriately manage legal and reputational risks to protect Innovate Calgary while also meeting Innovate Calgary's business goal.
- Minimize liability exposure by recommending and implementing appropriate policies, practices, and procedures.
- Set the strategic direction for Innovate Calgary's legal services and establish service priorities and standards.
- Lead corporate structuring initiatives working closely with UCalgary and other stakeholders
- Accountable for the underlying processes and systems, as well as providing confirmation to the Board of Directors in areas that include Compliance, Conflict of Interest, Code of Business Conduct, and other laws and requirements of the corporation.

- Provide company-wide support to improve legal knowledge, negotiation skills, and risk management through education, tools, templates and training.
- Manage external counsel to ensure high-quality and cost-effective advice.

Skills & Qualifications:

- LL.B. or J.D., and membership in good standing with the Law Society of Alberta is required.
- At least six years of progressively responsible legal experience, including significant experience in intellectual property law.
- Previous in-house legal experience is an asset.
- Demonstrated experience independently structuring, drafting, and negotiating agreements.
- Ability to assess material risk, balance legal and business priorities, recommend practical mitigation, and escalate appropriately.
- Strong analytical, organizational, and attention-to-detail capabilities.
- Excellent collaboration, customer centric, enterprise first behaviors, and business partnership skills
- Excellent oral, written, and executive style presentation communication skills.
- Experience developing and implementing agreements for the launch and operation of various education programs to support the growth of entrepreneurs and startup companies is an asset.
- Experience in working with startup companies and/or an innovation ecosystem is an asset.
- Experience working in a wholly owned subsidiary environment, maintaining corporate separation and governance and a positive and collaborative work experience for all teams involved, is an asset.
- Experience working with charities and/or not-for-profits, including their formation, is an asset.

What We Offer

We believe in fair and transparent compensation. We provide a well-rounded and meaningful total compensation package designed to support your wellbeing and long-term success:

- **Salary**: The budgeted salary range for this role is $150,000 to $170,000 per year, depending on our assessment of your experience and qualifications.
- **Health & Wellness**: Comprehensive, employer-paid benefits including extended health, dental, disability, life insurance, a health spending account, and an employee and family assistance program. You'll also have access to our on-site employee fitness centre.
- **Retirement Savings**: A competitive Group RRSP program with employer matching contributions of up to 5% in your first year, increasing to 8% after your first year.
- **Paid Time Off**: Generous paid time off including vacation, sick days, volunteering time, 13 recognized statutory holidays, plus our office closes annually from December 25 to January 1, providing additional paid time off without reducing your vacation balance.
- **Mission-Driven Work**: Join a highly engaged and purpose-driven team. You'll work alongside people who are passionate about supporting research commercialization, education, innovation, and entrepreneurs tackling some of the world's most pressing challenges.

Innovate Calgary is an equal opportunity organization committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs.