

BlackRock®

Job Title: Vice President, Legal & Compliance
Company: BlackRock Asset Management Canada Limited
Reports To: Director, Legal & Compliance

BlackRock is one of the world's preeminent asset management firms and a premier provider of global investment management, risk management and advisory services to institutional, intermediary and individual investors. Our clients can access our investment solutions through a variety of product structures, including individual and institutional separate accounts, mutual funds and other pooled investment vehicles, and the industry-leading iShares® Exchange Traded Funds (ETFs).

BlackRock's Legal & Compliance (L&C) Department protects the firm's reputation and provides advice to, and oversight and monitoring of, BlackRock's business. The department is focused on both understanding and advising on the impact of regulation to our business and on challenging, overseeing and monitoring business activities.

Overview:

Work closely with business colleagues and the L&C team to provide legal advice and compliance/regulatory support on a variety of securities law, investment management, corporate/commercial and business matters, with a primary focus on supporting BlackRock's publicly-offered iShares ETFs.

Key Responsibilities:

- Provide high quality advice and support on a wide variety of matters with a primary focus on BlackRock's iShares ETF business.
- Assist with new fund launches, including product structuring and preparation of regulatory documents such as prospectuses, ETF Facts, trust agreements and other material contracts and exchange listing documentation, including coordinating with external counsel.
- Assist with preparation of continuous and timely disclosure documents, such as prospectuses and ETF Facts, press releases, material change reports and management reports of fund performance.
- Advise business regarding key initiatives and other special projects such as fund mergers, enhancements and terminations.
- Conduct research and comment on various regulatory proposals and consultations.
- Assist with compliance function, including the enhancement of internal policies and procedures aimed at mitigating risk, meeting applicable regulatory requirements and/or improving operational efficiency.
- Negotiate agreements with service providers and dealers.
- Assist with other legal and compliance functions such as corporate secretarial work and maintenance of regulatory documents.
- Conduct training for business partners.

Qualifications:

- Lawyer with at least three years of investment management experience in a law firm or the legal department of a leading financial institution preferred.
- Strong working knowledge of National Instruments 81-102, 81-106 and 41-101.
- Organized, accurate and detail-oriented. Capacity for working effectively on multiple tasks simultaneously in a fast-paced environment.
- Excellent analytic, written and oral communication and relationship building skills required.
- Ability to function both independently and as part of a team.
- Completion of the Canadian Securities Course is considered an asset.
- Bilingualism is considered an asset (English and French).

Please send your resume to bridget.campbell@blackrock.com