



INFORMATION FOR INTERNATIONAL CLIENT WANTING TO PRACTICE AS A BUSINESS LAW ANALYST IN BC

OVERVIEW

Business law analyst roles can be quite different depending on the organization and industry sector. It is possible for a legal professional (law graduate) to make the transition to business analyst.

Business law analysts have a broad understanding of business operations, the ability to assess the current problems faced by the business and recommend improvements to management. Business analysts have facilitation and analytical skills, along with a range of soft skills that are useful for engaging with stakeholders. The analyst needs to be detail-oriented, effective in researching information, and relaying analysis results in layman's terms so that both management and technical stakeholders can understand what the requirements are. They must also have sound judgement and integrity.

Business law analysis involves assessing the legalities of running a business. Some specializations include intellectual property, real estate, and transactions. To practice business law, an individual must earn a Juris Doctorate (JD) from a law school. While a general JD can qualify one to become a lawyer, those pursuing business law may want to narrow their focus with a business law specialization.

A former lawyer can become a paralegal course instructor, compliance officer, policy analyst or corporate privacy advisor. Other career options include speech writer, immigration consultant or employee benefits manager. Legal knowledge is also useful in non-teaching positions at universities, such as a student complaints officer, accessibility services coordinator or student affairs director. Law schools employ legally trained individuals to work in admissions, alumni relations, career services and law libraries.

DUTIES AND RESPONSIBILITIES

A business law analyst works closely with the team of lawyers and compliance professionals to draft and proofread documents, review contracts, and ensure compliance with the firm's legal policies, procedures, and internal controls. They use databases (e.g. contract management, SharePoint) to organize and maintain legal documents. The analyst assists with drafting and proofreading various documents; reviewing simple contracts under attorney supervision, and obtaining necessary

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signatures from all parties; formation of entities, including preparation of entity organizational documents; drafting resolutions and board minutes, and maintaining the books and records for client's various affiliated entities and committees

MAKING THE TRANSITION FROM LAWYER TO BUSINESS LAW ANALYST

To transition from a Law degree to a business law analyst profession, first identify the similarities in skills required to work as a lawyer and those generally needed for business analyst positions. Then determine the skills gap – those skills needed to become a business analysis.

ALTERNATE CAREERS FOR AN INTERNATIONAL EDUCATED LAWYER (IEL)

- **Human Resource Management (HRM)**

Human resources managers are responsible of the administrative operations of a business, company, or organization. They plan, direct, and coordinate several functions, that can include hiring and training new employees, overseeing employee benefit programs, and acting as a liaison or consultant between the managers and employees, among other duties.

HRMs have an undergraduate degree in business administration or a related field. An MBA is often preferred or required. Knowledge of employee and labour law means an individual with a law degree can be successful in this field. Certification may be required (See HRM Information Sheet)

- **Financial Analyst**

Financial analysts guide businesses and individuals with investment decisions. They study past and current economic and business trends to give informed advice on either buying an investment or selling an investment, such as stocks and bonds. They can work with banks, hedge funds, insurance companies, and other businesses.

Financial analysts need a bachelor's degree in finance or a related field. A business law degree can help an individual succeed as a financial analyst since they can utilize their knowledge of taxation and transaction law. The Chartered Financial Analyst (CFA) certification may be required by some employers. Information on membership requirements, hours of work experience, the standards of practice examination and other resources can be found [here](#). The designation is valuable only in conjunction with

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experience and other education. For those interested in a career in asset management, wealth management, or portfolio management, the CFA Charter is advantageous, if not a must. Asset management firms are the biggest employers of CFAs.

The CFA Charter is not an ideal credential for every field of finance. For example, fields like investment banking, private equity, corporate finance, or venture capital do not require this certification.

The CFA program consists of three levels with exams offered twice a year for Level I and one a year for Levels II and III. The course takes a minimum of three years to complete.

- **Compliance Officer (Bylaws Officer)**

Compliance officers advise employers in staying within their legal limitations and upholding their licensing requirements. They assess and evaluate companies to make sure they are obeying all regulations, staying up to date on policies and licensing, and request any changes that need to be made. Healthcare and financial services are popular industries for this career, but there is a wide range of work environments.

Compliance officers need a bachelor's degree. Certification to work in a specific field, such as financial or healthcare services, is required. In Canada financial compliance officers are [Certified Professional Accountants](#) (CPAs). A degree in business law can help an individual succeed in this career due to their knowledge of business laws, regulations, and policies, as well as taxation.

A Bylaw Enforcement Officer is usually an employee of a municipality or regional district that performs administrative, inspectional and regulatory work to enforce bylaws relating to property use, buildings, parking, business regulations, animal control, zoning, noise, sign, etc.

- **Conflict Resolution**

Arbitration, mediation, and negotiation are fields employing individuals with legal backgrounds as arbitrators and mediators. Labour unions, hospitals, school associations, universities and government agencies all hire professionals with strong communication and dispute resolution skills. Mediators tend to be retained on a contract basis to assist with a specific dispute. [Certification and training](#) are required for this profession.

ADR Institute of Canada (ARDIC) offers both the Qualified Mediator (Q.Med) designation (entry-level) and Chartered Mediator (C.Med) (senior level) [designations](#).



EDUCATION PROGRAMS AND COURSES IN BC

BCIT offers a Financial Analysis program that teaches students the basics required to prepare to write the Chartered Financial Analyst (CFA) examination.

The Justice Institute of BC (JIBC) offers a course in [conflict resolution](#).

RESOURCES

ADR Institute of Canada (ARDIC) - <https://adric.ca/about-us/>

BC Legal Management Association (BCLMA) - <https://bclma.org/>

Business Analyst Learnings- <https://businessanalystlearnings.com/business-analyst-career/2019/6/12/do-law-graduates-make-good-business-analysts>

Business Analyst Bootcamp (UK) - <http://www.businessanalystbootcamp.com/how-do-i-transition-from-law-degree-to-business-analyst-in-uk/>

Canadian Bar Association Resources - <https://www.cba.org/Publications-Resources/>

CFA (Chartered Financial Analyst) CFA Institute - <https://www.cfainstitute.org/>

CFA Society Vancouver - <https://www.cfasociety.org/vancouver/Pages/CFA.aspx>

Indeed Career Guide (Becoming a Mediator) <https://www.indeed.com/career-advice/finding-a-job/how-to-become-a-mediator>

Kompass Blog (Conflict Resolution) - <https://blog.herzing.ca/kompass-online-training>

Mediate BC - <https://www.mediatebc.com/>



JOB BOARDS

BC Legal Management Association (BCLMA) - <https://bclma.org/job-bank/>

Indeed - <https://ca.indeed.com/Business-Analyst-Contract-jobs-in-Vancouver,-BC>

Linked-In - <https://www.linkedin.com/jobs/legal-analyst-jobs/?originalSubdomain=ca>

Legal Aid Jobs - <https://lss.bc.ca/general/currentVacancies>

RECRUITING AGENCIES

Life After Law Recruitment Firm - <http://www.lifeafterlaw.com/>

R Johnson Legal Recruiting - <https://rjohnsoncorp.com/legal-jobs/>

VOLUNTEER OPPORTUNITIES

BC Law Institute (BCLI) - <https://www.bcli.org/careers>

BC Law Society (Volunteers) - <https://www.lawsociety.bc.ca/about-us/volunteers-and-appointments/>

Canadian University (information about Justice and Legal Organizations in Vancouver offering volunteer opportunities) - http://www.canadian-universities.net/Volunteer/Justice_and_Legal-British_Columbia-Vancouver.html

Go Volunteer (search on law, legal) - <https://www.govolunteer.ca/>

People's Law School - <https://www.peopleslawschool.ca/volunteer>

Volunteer BC - <https://volunteerbc.bc.ca/>

West Coast Environmental Law (Volunteer opportunities) - <https://www.wcel.org/about/work-with-us/volunteer-opportunities>

West Coast Leaf- <http://www.westcoastleaf.org/take-action/volunteer/>

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