

Suite 500, 10405 Jasper Avenue
Edmonton, Alberta

Appeals and Policy Advisor

Position Type: Full-time, Permanent
Remuneration: \$63,787 - \$75,043
Closing Date: July 11, 2019

Do you want to play an integral role in the safety of Albertans? The Safety Codes Council is a statutory corporation that administers parts of the Safety Codes system on behalf of the Minister of Municipal Affairs. Established under the Safety Codes Act in 1993, the Council delivers programs and services that help ensure the design, manufacture, construction, installation, use, occupancy and maintenance of buildings and technical systems are safe and comply with the various codes and standards adopted and in force in Alberta.

Position Summary

Reporting to the Policy Manager, the Appeals and Policy Advisor provides support to the Policy and Legislation Department and is responsible for the administration of sounds systems and practices in relation to the appeal process under the Safety Codes Act (Act), the Safety Codes Council Bylaws and the Policies and Procedures. This includes appeal case assessment and case management, pre-hearing support, appeal process communication, organization of hearings, facilitating hearings, decision writing, communicating decisions and maintaining statistical information for appeals. The role also includes policy research, development and the ongoing maintenance of Council policy and procedure that supports established goals within the Council's business and strategic plans.

Responsibilities:

- Provide an accessible, timely and transparent appeal process including reviews, stays, the preparation of correspondence, hearing scheduling, arranging space as required, supporting appeal panel members to formulate decisions based on finding of fact and application of the Safety Codes Act, regulations, codes, policies, and bylaws, decision writing on behalf of appeal panels, and the release of decisions.
- Provide pre-hearing support by guiding the parties through the Council's appeal process.
- Receive, review and process appeal correspondence, which includes ensuring timely responses to inquiries about the process from appellants, respondents, legal counsel, stakeholders and the public.
- Reviewing requests and evidence from the parties requires an in depth understanding and awareness of risks to ensure appeal panel members are armed with the resources they need to conduct a hearing.
- Prepare and share information and documents on appeal files in accordance with FOIP, manage and maintain accurate and comprehensive appeal records and coordinate appeal activities.
- Prepare and provide documentation related to appeals to the Court of Queen's Bench as required.
- Create, maintain and publish written materials providing information about the Council's appeal process including the publication of redacted decision.
- Manage files for Appeals and Policy using established document controls and processes.
- Represent the Council at trade fairs and conferences as required.



Safety Codes Council

- Assist with the coordination and scheduling of appeal training for Council members.
- Compile and maintain statistical information as needed to support business and strategic plans relating to appeals, appeals expenses and revenues and electronic legal library.
- Identify opportunities to streamline and improve the appeals process.
- Maintenance of Council policy and procedure that supports established goals within the Council's business and strategic plans.
- Provide assistance on FOIP requests.
- Undertake other duties and projects as assigned.

Qualifications:

- Post-Secondary legal diploma or political science degree required. May consider equivalencies.
- Certificate in Tribunal Administrative Justice (CTAJ™) from the Foundation of Administrative Justice or equivalent may be required.
- At least two years' recent work experience in quasi-judicial hearing coordination and administration including experience with hearing decision writing.
- Clear understanding of the Freedom of Information and Protection of Privacy (FOIP) Act and it's applicability to the Safety Codes Council. FOIP training or experience considered an asset.
- Sound understanding of natural justice administration in a quasi-judicial setting.
- Demonstrated policy related research skills that include the ability to conduct research, analyze information, articulate alternatives, draw conclusions and make practical recommendations.
- Experience in policy development an asset.
- Possesses strong communication skills including written, verbal, and listening skills; is able to condense and clearly communicate complex information; demonstrates collaborative and positive communication style; is able to produce accurate and professional documents; and is comfortable and effective at public speaking.
- Ability to identify, assess and mitigate issues along with excellent negotiation skills.
- Strong interpersonal and leadership skills.
- Adeptly manage multiple demands, deadlines and competing priorities through a system of prioritization, organization and planning; is able to work with considerable discretion and independence; and is able to perform detail-oriented and administrative tasks incorporating good judgement while ensuring thoroughness.
- Proficient with office software (Adobe, Outlook, Word, Excel, PowerPoint, SharePoint).
- Project management skills and ability to innovate and collaborate in a team environment
- High level of professionalism and the ability to act with diplomacy and tact.
- Knowledgeable in board governance models and their respective practices and processes.
- Sound understanding of legislation and regulations related to Council business (e.g. FOIP & Safety Codes Act).
- Familiarity with government structures, the legislative process, interpreting legislation, the safety codes system and Council's governance model is an asset.

Please apply by email to: hr@safetycodes.ab.ca

We thank all candidates for their interest. However, only those selected for an interview will be contacted.