

## **Criminal Injuries Review Board, Chair and Board Members**

**Alberta Justice and Solicitor General, Calgary & Edmonton.** The Minister of Justice and Solicitor General is seeking applications from individuals interested in serving as a Chair or as public board members of the Criminal Injuries Review Board (CIRB).

Hearings are held in Calgary and Edmonton.

The CIRB is an independent review body established under the Victims of Crime Act to conduct an impartial review of decisions made under the Victims of Crime Financial Benefits Program. The Board may confirm, rescind or vary the decision of the Director or his/her designate as to the award or eligibility in accordance with the Regulation under the Victims of Crime Act.

As Chair, you will provide leadership to the board, and guide members in the interpretation and application of the Victims of Crime Act and Regulations. Working closely with the vice-chair and board members, you will oversee the board's review process, participate on review panels, facilitate decision-making, write decisions and implement procedures for just and timely resolution of matters before the board. As a proven leader, relationship builder, and adjudicator, you have a passion for creating an environment that promotes comprehensive and balanced hearings of applicants' requests for review.

As a board member participating on review panels, you will be accountable to the Chair to interpret, apply and administer the Victims of Crime Act and Regulations. Your contributions to comprehensive hearings of applicants' requests for review are built on a reputation of professionalism, fairness and a commitment to open and transparent proceedings.

### **Skills and Experience Required**

CIRB is seeking both a Chair and public board members. Specific qualifications include:

**Chair** - knowledge of administrative law and the hearing process, and a solid understanding of board governance. Proven track record as a senior leader or comparable leadership, a reputation for fairness, and are recognized for using a team approach.

**Board Members** - decision writing experience and an understanding of administrative law and the hearing process. Previous experience on a government board, commission or community committee is an asset.

All positions require excellent verbal and written communication skills, and sound decision making abilities. Your background demonstrates proven analytical strengths with a track record of principled and consistent decision making on complex issues. Professionalism and unbiased conduct is vital as you will be expected to review files of a sensitive nature in order to prepare for participation in review hearings.

Please specify the position you are interested in: Chair or Board Member.

Final candidates will be asked to undergo a comprehensive background check, disclosure, and conflict of interest screening.

### **Remuneration and Time Commitment**

Board members are remunerated by honorarium for their time spent attending hearings and conducting other board business. The board members' expenses are reimbursed in accordance with the Government of Alberta's Travel, Meal and Hospitality Expenses Policy - <http://www.finance.alberta.ca/business/planning-accountability/accountability/GoA-Travel-Meal-and-Hospitality-Expense-Policy.pdf>.

Remuneration is paid in accordance with the Order in Council 447/2005:

The Chair/Vice Chair (if acting in that position) shall be paid: a) \$311 for each half day, or b) \$529 per day, while engaged in the duties of the Board.

A Board Member shall be paid: a) \$231 for each half day, or b) \$403 per day, while engaged in the duties of the Board.

Honoraria rates are subject to review.

Hearings are held in Calgary and Edmonton. Typically, the Chair will spend at least 100 days per year conducting Board business. Board member candidates should be available approximately 10-15 days per year for board activities.

#### Position Profile

Please see the attached Position Profile for more information on this opportunity and a detailed list of responsibilities:

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=420&print&DPP>

#### Contact Information

Executive Search, Public Service Commission

Phone: 780-408-8460

[executivesearch@gov.ab.ca](mailto:executivesearch@gov.ab.ca)

Carefully read the Recruitment Posting and the Position Profile to ensure this is an appropriate opportunity for you. Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements.

Online applications are preferred. To apply, click on the 'apply' button, create or sign into your account in the ePAAS system; upload your resume, view the listing under Current Opportunities and click on 'submit application'. The uploaded resume will be automatically attached.

Provide a short (maximum 200 words) biography using the Biography template found under additional documents section. Your biography should contain general information about your education, experience, community involvement, skills, etc. Please note that biographies may be edited for length and clarity.

Once your biography and other required form(s) are completed, save it to your PC. When you hit 'submit application', you will be prompted to upload additional documents. Drag and drop (or upload) your completed cover letter, biography and other form(s) into the 'Drop files below or click to upload' section before clicking the 'apply' button.

If you are unable to apply online, please submit a cover letter and resume, quoting the recruitment posting competition number, to the contact provided on the posting. We thank all applicants for their interest. All applications will be reviewed to assess which candidates' qualifications most closely match

the agency's requirements. Only those selected for interviews will be contacted to advance to the next step in the appointment process. You can check the status of each competition on-line at <https://www.alberta.ca/public-agencies.cfm>.

All potential candidates will be screened for potential conflicts of interest. Please Note: Successful applicants will have the following information about them made publicly available on the Public Agency Secretariat Website: name, biography, public agency, position appointed to.

Agency Website:

Criminal Injuries Review Board –

[https://justice.alberta.ca/programs\\_services/about\\_us/Pages/CriminalInjuriesReviewBoard.aspx](https://justice.alberta.ca/programs_services/about_us/Pages/CriminalInjuriesReviewBoard.aspx)

Link to Enabling Legislation:

Victims of Crime Act –

[http://www.qp.alberta.ca/1266.cfm?page=v03.cfm&leg\\_type=Acts&isbncln=9780779776689](http://www.qp.alberta.ca/1266.cfm?page=v03.cfm&leg_type=Acts&isbncln=9780779776689)

<https://www.alberta.ca/public-agencies.cfm>

**Closing Date: May 28, 2017. Job ID #420**