

Chair

Law Enforcement Review Board

Alberta Justice and Solicitor General, Edmonton and Calgary. The Minister of Justice and Solicitor General is seeking applications from individuals interested in serving as the Chair of the Law Enforcement Review Board.

The Law Enforcement Review Board meets in Edmonton and Calgary.

Established under the Alberta Police Act, the Board provides independent civilian review of public complaints concerning police officer conduct. The Board is a quasi-judicial appeal tribunal that hears appeals by citizens or police officers from discipline decisions made by chiefs of police and by disciplinary hearing officers. Appeals are typically heard by panels of three members.

Role Description

The Chair is responsible for:

- the effective management and operation of the Law Enforcement Review Board,
- overseeing administration of the board,
- guiding interpretation and application of legislation governing board decisions and
- providing direction with respect to the board's statutory powers, duties and functions.
- Drawing on a reputation for commitment to open, accountable, and transparent complaint resolution processes, the Chair provides leadership to board members, establishes policies for conducting hearings and inquiries, participates on hearing panels, facilitates decision-making, and implements procedures for effective resolution of matters before the board. The Chair guides the board's strategic direction and approves and monitors the business plan.

Skills and Experience Required:

The ideal candidate for the position of Chair should have experience working or volunteering with community based organizations and must have knowledge of marginalized and vulnerable communities in Alberta. In addition to community involvement, the candidate should have a solid understanding of the varying socio-economic circumstances that impact these populations. The candidate should have strong communication skills with the ability to mediate a diversity of voices and opinions in an inclusive manner. Skills related to building consensus and emphasizing collaboration is preferred.

The candidate should have a strong legal background and must be an active member of the Law Society of Alberta. This background should include experience with administrative law and hearing processes. Candidates should have a track record of fair, consistent and principled decision making. Previous experience on a board or with board governance is beneficial but not required. Final candidates will be asked to undergo a comprehensive background check, disclosure, and conflict of interest screening.

Remuneration and Time Commitment:

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

Order in Council 265/2005 establishes the following rates of remuneration payable to the Chair of the LERB:

- a) for the Chair and acting Chair:
 - \$375.00 up to and including 4 hours in any day, or
 - \$750.00 for over 4 hours and up to and including 8 hours in any day, and
 - \$94.00 per hour after 8 hours.

The Chair of the board should be available approximately four days per week for board activities. Travel to Calgary and Edmonton may be required as the board may convene in either city.

Position Profile:

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

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=442&print&DPP>

Additional Documentation:

In addition to your cover letter and resume, we require a biography. <https://www.alberta.ca/public-agencies.cfm> to download form.

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.

Contact Information

Executive Search, Alberta Public Service Commission

Phone: 780-408-8460

Fax: 780-422-0468

executivesearch@gov.ab.ca

How to Apply

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.

Closing Date: July 17, 2017. Job ID #442

Agency Website:

Law Enforcement Review Board

https://www.solgps.alberta.ca/boards_commissions/law_enforcement_review_board/Pages/default.aspx

Link to Enabling Legislation:

Police Act

http://www.qp.alberta.ca/1266.cfm?page=P17.cfm&leg_type=Acts&isbncln=9780779797127

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