

Director

Alberta Human Rights Commission

Alberta Justice and Solicitor General, Edmonton. The Minister of Justice and Solicitor General is seeking applications from individuals interested in serving as the Director for the Alberta Human Rights Commission.

The Director position is located in Edmonton, and provides leadership to offices in Edmonton and Calgary.

The Alberta Human Rights Act establishes the Alberta Human Rights Commission as an independent body that reports through the Ministry of Justice and Solicitor General. The Commission has a two-fold mandate: to foster equality and to reduce discrimination. This mandate is fulfilled through public education initiatives and the resolution of human rights complaints made under the Act.

Reporting to the Chief of the Commission and Tribunals, as Director you will support the Chief in providing leadership and direction for the administration of the Commission. Your accountabilities will include managing finances, human resources, and business planning and reporting. You will oversee the resolution of human rights complaints, make decisions regarding the dismissal and discontinuance of complaints, and instruct legal counsel representing the public interest before human rights tribunals and the courts.

Skills and Experience Required

The ideal candidate's background includes:

- Extensive senior leadership experience with demonstrated strengths overseeing corporate administrative functions and managing diverse teams in a complex environment.
- Candidates will have significant knowledge of the Alberta Human Rights Act and related legislation, the justice system, jurisprudence, and the rules of natural justice and procedural fairness.
- Exceptional conflict resolution skills, sound judgment, the ability to work collaboratively and make fair and independent decisions.
- Strong verbal and written communication skills are essential.
- Final candidates will be asked to undergo a comprehensive background check, disclosure, and conflict of interest screening.

The Director for the Alberta Human Rights Commission is a full-time position.

The Director remuneration follows Reform of Agencies, Boards and Commission Compensation Regulation (OC 68/2017) , Schedule 2, Level 2, Minimum \$130,135 - Maximum \$176,065.

http://www.qp.alberta.ca/documents/orders/Orders_in_Council/2017/217/2017_068.html

Travel expenses will be paid in accordance to the Government of Alberta's Travel, Meal and Hospitality Expense Directive.

<http://finance.alberta.ca/business/planning-accountability/accountability/GoA-Travel-Meal-and-Hospitality-Expense-Policy.pdf>

The appointment is recommended by the Minister of Justice and Solicitor General and made under an Order in Council approved by the Lieutenant Governor in Council. Appointments are for a specified term, and reappointments may be possible to a maximum of 12 years.

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=477&print&DPP>

In addition to your cover letter and resume, we require a biography. Click

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=477> 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.

Executive Search, Public Service Commission

Phone: 780-408-8460

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 via <https://www.alberta.ca/public-agency-opportunity.cfm?appt=477>. 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, and position title.

Agency Website:

Alberta Human Rights Commission:

<https://www.albertahumanrights.ab.ca/Pages/default.aspx>

Link to Enabling Legislation:

Alberta Human Rights Act:

http://www.qp.alberta.ca/1266.cfm?page=A25P5.cfm&leg_type=Acts&isbncln=9780779744060

Job ID #477. Closing Date: September 17, 2017.

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=477>