

## **Chief of the Commission and Tribunals, Alberta Human Rights Commission**

### **Alberta Justice and Solicitor General**

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

#### **Location**

Offices are located in Edmonton and Calgary.

#### **About the Agency**

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.

#### **Role Description**

In this senior official role, the Chief of the Commission and Tribunals provides leadership in setting the vision and overall goals of the Commission to ensure the spirit and intent of the *Alberta Human Rights Act* are met. This role will support Commissioners to provide fair and impartial hearing processes, render decisions on human rights complaints, and provide oversight to investigation, conciliation and administrative responsibilities relating to the resolution and settlement of complaints. As head of the Commission, the Chief will set policy direction, oversee educational programs and keep the Minister informed of emergent human rights issues and trends.

#### **Skills and Experience Required**

The ideal candidates' background includes extensive senior management and leadership experience. A solid understanding of administrative law, and of current and emerging human rights principles and issues is required. Candidates will have well-established credibility in their career and are recognized for demonstrating fairness and personal integrity. Excellent communication complemented by strong analytical skills and a proven ability to write clear and fair adjudicative decisions in an arbitral, judicial or quasi-judicial role, is essential. Experience with the *Alberta Human Rights Act* and related legislation, as well as experience with employment and labour law, is an asset.

Candidates must be eligible for membership in the Law Society of Alberta.

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

#### **Remuneration and Time Commitment**

The Chief of the Commission and Tribunals is a full-time position.

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.

Offices are located in both Edmonton and Calgary. Candidates should be available to travel throughout the province as required.

The Chief of the Commission and Tribunals is a senior official position and listed under Order in Council ([O.C. 1/2016](#)) Schedule 2, Salary Range C, Minimum \$156,257 - Maximum \$217,589.

The salary is currently under review.

Travel expenses will be paid in accordance to 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). <http://www.finance.alberta.ca/business/planning-accountability/accountability/GoA-Travel-Meal-and-Hospitality-Expense-Policy.pdf>

### 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=390&print&DPP) <https://www.alberta.ca/public-agency-opportunity.cfm?appt=390&print&DPP>

### Contact Information

Executive Search, Alberta Corporate Human Resources

Phone: 780-408-8460

[executivesearch@gov.ab.ca](mailto: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, a cover letter and other documents can be uploaded and attached at this time 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 HR contact provided.

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.aspx>

**Competition #:** 390

**Closing Date:** 03/19/2017

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, public agency and position appointed to, appointment term and remuneration received.

### Agency Website:

[Alberta Human Rights Commission](https://www.albertahumanrights.ab.ca/Pages/default.aspx) <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)

[http://www.qp.alberta.ca/1266.cfm?page=A25P5.cfm&leg\\_type=Acts&isbncln=9780779744060](http://www.qp.alberta.ca/1266.cfm?page=A25P5.cfm&leg_type=Acts&isbncln=9780779744060)