

Part-time Board Members

Law Enforcement Review Board

Alberta Justice and Solicitor General, Edmonton. The Minister of Justice and Solicitor General is seeking applications from individuals interested in serving as a part-time board member of the Law Enforcement Review Board.

The Law Enforcement Review Board office is located in Edmonton. Hearings are conducted in the municipality where the incident occurred.

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.

As a Board member, you will participate in, and at times preside over hearings, conduct reviews of extensive and complex evidence, consider the submissions of parties, the law and the evidence, and write formal appeal decisions.

Skills and Experience Required

Ideal candidates demonstrate a clear record of participating in transparent and principled adjudicative decision processes. Excellent verbal and written communication skills are vital. Strong inter-personal and collaborative skills, experience in a consensus-based team environment, and a reputation for demonstrating fairness and integrity are essential.

Knowledge of administrative proceedings, experience interpreting and applying legislation, conducting hearings, prior board or committee experience or leadership experience is preferred. The Board recognizes the importance of reflecting the diversity of Alberta and welcome candidates presenting varied backgrounds, careers, community roles, and geographical representation.

Final candidates will be asked to undergo a security screening.

Remuneration and Time Commitment

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

Order in Council 265/2005

http://www.qp.alberta.ca/documents/orders/Orders_in_Council/2005/605/2005_265.html

establishes the following rates of remuneration payable to the members of the LERB:

(a) for a member who is a lawyer:

\$200.00 up to and including 4 hours in any day, or
\$400.00 for over 4 hours and up to and including 8 hours in any day, and
\$50.00 per hour after 8 hours;

(b) for a member of the general public:

\$175.00 up to and including 4 hours in any day, or
\$350.00 for over 4 hours and up to and including 8 hours in any day, and
\$44.00 per hour after 8 hours.

Candidates should be available approximately 20 hours per month 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=527&print&DPP>

In addition to your cover letter and resume, we require a biography. Click <http://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

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 <http://www.alberta.ca/public-agencies.cfm>. 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 4 line biography using the Biography template found under additional documents section. Your biography should include your name, current work experience, board/committee experience and relevant education. 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:

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&isbncIn=9780779797127

Job ID #527. Closing Date: February 22, 2018.

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