

**Chief Appeals Commissioner  
Appeals Commission for Alberta Workers' Compensation**

**Alberta Labour, Calgary / Edmonton.** The Minister of Labour is seeking applications from individuals interested in serving as Chief Appeals Commissioner of the Appeals Commission for Alberta Workers' Compensation.

***Note applications received from competition 513 (January 4 - February 1, 2018) will automatically be included.***

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

The Appeals Commission for Alberta Workers' Compensation is a government entity established under the Workers' Compensation Act as the final level of appeal from decisions of the Workers' Compensation Board and the Dispute Resolution and Decision Review Body (DRDRB). The Appeals Commission has jurisdiction to examine, inquire into, hear and determine all matters and questions arising under the Act in respect to appeals under section 46, section 120 and determinations under section 21(3).

Bill 30: An Act to Protect the Health and Well-being of Working Albertans amended the Workers' Compensation Act and most changes were effective January 1, 2018. The Appeals Commission review and appeal processes are strengthened by the recent Bill 30 changes.

In this senior official role, you will provide strategic leadership to a significant quasi-judicial administrative tribunal which is an integral part of the workers' compensation system in Alberta. As Chair of the Commission and the Chief Executive Officer, you will lead the continuing development of the tribunal as a fair, consistent and independent body that issues balanced decisions. Your extensive senior management experience is key in fulfilling the responsibilities of guiding the strategic, operational and financial direction of the Commission to meet the needs of workers, employers and the public.

The Chief Appeals Commissioner is directly involved with the administration of legislation related to the business of the commission and other legislation related to leadership responsibilities and delegated authorities. Related legislation includes the Workers' Compensation Act, Freedom of Information and Protection of Privacy Act and the Revised Statutes of Alberta (RSA) 2000.

The Chief Appeals Commissioner is accountable for the effective governance, efficient management, and enhanced performance of the Appeals Commission for Workers' Compensation Board. Reporting to the Minister, the Chief Appeals Commissioner is responsible for providing leadership and setting the adjudicative direction of the Commission.

Appointments are for the maximum of 3 years.

**Skills and Experience Required:**

You have extensive executive management experience and are recognized as an influential and highly credible leader with a comprehensive knowledge base. You have the ability to inspire others toward a compelling shared vision while managing system wide change. Your strong commitment to stewardship and results has been demonstrated by your responsible planning and resource management.

With a track record of exercising sound and consistent judgment, you have expertise in managing complex issues with objectivity, integrity and fairness. You have demonstrated high level skills in issue identification, problem solving and decision-making in a complex environment, strategic planning and engagement.

You have the ability to foster effective working relationships with a wide range of partners and stakeholders, consider different viewpoints, resolve disputes and provide balanced decisions. You possess highly developed active listening and empathic skills, particularly related to workers who require responsive, supportive and clear communication.

Your working knowledge of the application and interpretation of legislation and related policies and procedures is essential for this role. You have demonstrated the ability to lead the review and analysis of performance related to adjudicative approaches.

Your widely diversified background includes experience in quasi-judicial, arbitration mediation, and/or dispute resolution environments. Ideally, you have been in a legal role with mediation/dispute resolution experience.

Related post-secondary education is required.

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

The Chief Appeals Commissioner is a full-time position. The appointment is recommended by the Minister of Labour and made by an Order in Council approved by the Lieutenant Governor, pursuant to the Workers' Compensation Act.

The salary range is \$184,365 - \$216,900 per year as per the Reform of Agencies, Boards and Commissions Compensation Regulation, Schedule 2, Level 4:  
[http://www.qp.alberta.ca/documents/Regs/2017\\_031.pdf](http://www.qp.alberta.ca/documents/Regs/2017_031.pdf)

Travel expenses will be paid 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>

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

#### 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=553&print&DPP>

In addition to your cover letter and resume, we require a biography. Click <https://www.alberta.ca/public-agency-opportunity.cfm?appt=553> to download the biography form.

Once the forms are completed, save them onto your PC. When you click on "submit application", you will be prompted to upload additional documents. drag and drop or upload your completed biography form and others requested into the 'Drop files below or click to upload' section.

Contact Information:

Executive Search, Alberta 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 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.

**Closing Date: May 22, 2018. Job ID #553**

Agency Website:

Appeals Commission for Alberta Workers' Compensation

<https://www.appealscommission.ab.ca/>

Link to Enabling Legislation:

Workers' Compensation Act

<http://www.qp.alberta.ca/documents/Acts/W15.pdf>

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=553>