

## **Part-Time Tribunal Members Alberta Human Rights Commission**

**Alberta Justice and Solicitor General, Edmonton / Calgary.** The Minister of Justice and Solicitor General is seeking applications from individuals interested in serving as a Part-time Tribunal Member of Alberta Human Rights Commission.

Offices are located in Edmonton and Calgary.

Established under the Alberta Human Rights Act, the Commission is an independent body that reports through the Ministry of Justice and Solicitor General with a mandate to foster equality and equity, and to reduce discrimination in Alberta. This mandate is fulfilled through public awareness initiatives, and the resolution of human rights complaints made under the Act.

### **Role Description**

Members of the Commission (Tribunal Members) conduct mediations through the Tribunal Dispute Resolution process and chair hearings to adjudicate human rights complaints under the Alberta Human Rights Act.

### **Skills and Experience Required**

The ideal candidate's background includes solid knowledge and experience in human rights, employment, labour or administrative law gained through either acting as legal counsel, an adjudicator, or in an academic environment. The candidate will have a proven ability to write clearly and concisely, and possess exceptional analytical and interpersonal skills. Demonstrated decision making in an administrative law setting, preferably in the field of employment or labour law, is an asset. Mediation skills and leadership experience are also desirable.

Equivalencies for the above will be considered.

Candidates must have a law degree.

Final candidates will be asked to undergo a security screening.

### **Remuneration and Time Commitment**

Appointments are made by an Order in Council of the Lieutenant Governor in Council for a specified term. Part-time Tribunal Members are paid honoraria pursuant to Schedule 1, Part A of the Committee Remuneration Order (OC 466/2007)

[http://www.qp.alberta.ca/documents/orders/orders\\_in\\_council/2007/1007/2007\\_466.html](http://www.qp.alberta.ca/documents/orders/orders_in_council/2007/1007/2007_466.html)

A member of a committee, other than the chair, shall be paid:

- \$164 for up to and including four hours in any day, or
- \$290 for over four hours and up to and including eight hours in any day, or
- \$427 for over eight hours in any day, spent on the business of the committee.

The chair or person acting as the chair of a committee shall be paid:

- \$219 for up to and including four hours in any day, or
- \$383 for over four hours and up to and including eight hours in any day, or
- \$601 for over eight hours in any day, spent on the business of the committee.

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>

Candidates should be available for up to 60 days per year, and able 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=560&print&DPP>

#### Additional Documentation

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

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=560> 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](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 20, 2018. Job ID #560**

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&isbncIn=9780779801411](http://www.qp.alberta.ca/1266.cfm?page=A25P5.cfm&leg_type=Acts&isbncIn=9780779801411)

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=560>