

Physician Member and Public Members Criminal Injuries Review Board

Alberta Justice and Solicitor General, Calgary / Edmonton. It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal. Diversity and inclusion are valued and supported on the boards of Alberta's public agencies.

The Minister of Justice and Solicitor General is seeking applications from individuals interested in serving as a physician member or as public board members of the Criminal Injuries Review Board (CIRB).

Hearings are held in Calgary and Edmonton.

The CIRB is an independent review body established under the Victims of Crime Act to conduct an impartial review of decisions made under the Victims of Crime Financial Benefits Program. The Board may confirm, rescind or vary the decision of the Director or his/her designate as to the award or eligibility in accordance with the Regulation under the Victims of Crime Act.

Participating on review panels, you will be accountable to the Chair to interpret, apply and administer the Victims of Crime Act and Victims of Crime Regulation. Your contributions to comprehensive hearings of applicants' requests for review are built on a reputation of professionalism, fairness and a commitment to open and transparent proceedings.

Skills and Experience Required

The CIRB is seeking both a physician and public board members. Specific qualifications for public board members include:

- Decision writing experience is an asset.
- An understanding of administrative law and the hearing process.
- Previous experience on a government board, commission or community committee and/or a nursing related background is an asset.
- Ability to make well reasoned decisions involving sensitive and personal circumstances.

The Physician member must be in good standing with the College of Physicians and Surgeons of Alberta. Preference will be given to those with emergency room/trauma, orthopedic, family medicine, psychotherapy, psychiatry or rehabilitative medicine.

The board member positions require excellent verbal and written communication skills, and sound decision-making abilities. Your background demonstrates proven analytical strengths with a track record of principled and consistent decision making on complex issues. Professionalism and unbiased conduct is vital as you will be expected to review files of a sensitive and personal nature in order to prepare for participation in review hearings. Cases often involve graphic visual material, such as photographs, detailed medical reports describing significant physical and psychological injuries, including injuries suffered as a result of sexual assault, and emotional oral testimony.

Equivalencies for the above will be considered.

Remuneration and Time Commitment

Board members are remunerated by honorarium for their time spent attending hearings and conducting other Board business. The board members' expenses are reimbursed in accordance with the Travel,

Meal and Hospitality Expenses Policy. Remuneration is paid in accordance with the Order in Council 447/2005:

A Physician Member shall be paid:

- a) \$287 for each half day, or
- b) \$484 per day, while engaged in the duties of the Board.

A Board Member shall be paid:

- a) \$231 for each half day, or
- b) \$403 per day, while engaged in the duties of the Board.

An equivalent of four to six full days per month is required for Board activities. Hearings are scheduled in advance and members must be available to participate in Board hearings, as scheduled, during regular business hours. File review, hearing preparation and decision writing may be conducted after business hours or on weekends. Board training and meetings are typically scheduled during business hours, 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=615&print&DPP>

In addition to your cover letter and resume, we require a biography. Click <https://www.alberta.ca/public-agency-opportunity.cfm?appt=615> 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 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.

Job ID #615. Closing Date: December 13, 2018

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=615>