

Part-time Board Members Law Enforcement Review Board

Alberta Justice and Solicitor General, 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 part-time board member of the Law Enforcement Review Board.

The Law Enforcement Review Board office is located in Edmonton. Travel is required as 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 impartial reviews of extensive and complex police service investigations or disciplinary proceedings, 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 demonstrated 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 welcomes candidates presenting varied backgrounds, careers, community roles, and geographical representation.

Final candidates will be asked to undergo a security screening.

Experience, Knowledge, Skills, and Competencies:

- Proven analytical and problem-solving skills to assess complex information and varying points of view, with a strong reputation for sound judgment, integrity and principled decision making.
- A reputation for demonstrating accountability, and a commitment to fair and transparent processes.
- Exceptional capacity for collaboration with a consensus focused approach and a background working within team or committee environments.
- Working knowledge of administrative hearing proceedings including interpreting and applying legislation and drafting decisions.
- Knowledge of administrative law and experience in a related quasi-judicial tribunal environment, participating in hearings and conducting reviews of the record and applying the appropriate standard of review is desirable.

- Understanding of effective governance practices and prior experience working with community or government boards, committees or councils is preferred.
- Superior organizational skills and abilities to meet deadlines and deliver written decisions within expected timelines.
- Strong writing ability, which is necessary in order to prepare clearly-articulated adjudicative tribunal decisions that can withstand judicial scrutiny on appeal.
- Excellent listening and verbal communication skills.
- Proven strengths in facilitation, mediation or dispute resolution practices.

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.

Order in Council 265/2005 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.

An equivalent of five to seven full days per month is required for board activities. Hearings are scheduled three months in advance and members must be available to participate in board hearings scheduled during regular business hours. However, file reviews, preparation for hearings, decision writing and review maybe conducted after hours or on weekends.

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=626&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=626> 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
Email: 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 #626. Closing date: January 18, 2019.

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=626>