

Job Description

Job Title: Secretary Of The Board (2 Positions)
Job ID: 1052678
Location: Edmonton
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Scope

Open competition

Closing Date

January 7, 2019

Classification

Manager, Zone 2

Ministry

Transportation

About Us

The Alberta Transportation Safety Board is a quasi-judicial body responsible for conducting hearings in the interest of public road safety. Hearings are held concerning firms or individuals referred by the courts, police, the Registrar, or the Minister. The Board's hearing processes deal with specific offences under the Traffic Safety Act and the Railway (Alberta) Act.

For more information please visit the Transportation Safety Board's web page at:

<http://www.atsb.alberta.ca>

The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit <https://www.alberta.ca/diversity-inclusion-policy.aspx>

Role

The Alberta Transportation Safety Board (ATSB) is looking for two dynamic leaders who will be responsible in managing a team responsible for delivering the mandate of traffic safety throughout the province.

Reporting to the Chair, these positions are responsible for ensuring decisions made on behalf of ATSB result in making Alberta roads as safe as possible. This challenging role requires the fair and equitable application of legislation, regulations and policies for all Albertans appearing before the ATSB while adhering to standards that reflect a positive and impartial image in keeping with the principles of administrative law, procedural fairness and natural justice.

You possess strong leadership skills to manage and oversee all ATSB hearings and the operational and administrative requirements that include assisting the Chair with the hiring of board members, preparing draft tribunal decisions, supervision of ATSB administrative staff, identification and development of initiatives critical to the accomplishment of the ATSB's strategic goals, planning and preparation of the ATSB's annual budget and bi-annual general meeting. Your excellent interpersonal and communication skills will assist you in dealing with stakeholders and board members, and in representing the ATSB at various meetings and at civil court actions. You will be familiar with the principles of administrative law, procedural fairness and natural justice and in interpreting legislation, regulations and standards including the Alberta Transportation Safety Board Rules of Operation.

To be successful in this role you must be versatile and be able to handle a full range of responsibilities and have excellent problem solving and negotiation skills to deal with diverse and complex issues. You will also be required to travel (by government vehicle) to Calgary for two days a month to assist in hearings there.

Qualifications

JD or LLB with a minimum of 3 years of progressively responsible related experience in coordinating hearings and tribunal decision writing. Familiarity working with computer tablets and recording equipment is desirable. Experience working with quasi-judicial appeal bodies and understanding of the ATSB's practices and procedures is preferred. Demonstrated knowledge of driver legislation and regulations governing ATSB as well as negotiating experience would be an asset.

Competencies

Competencies are behaviours that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process.

The link below will assist you with understanding competencies:
questionnaire.pdf

<http://www.chr.alberta.ca/Practitioners/?file=learning/competencies/apsmodel/competencies&cf=9#view>

Your competencies are:

Building Collaborative Environments - Facilitating communication by setting up processes and structures and bringing people together to support collaboration.

Systems Thinking - Considering the inter-relationships and emerging trends that affect broader priorities. Seeking insight about the implications of different options from a people and an organizational perspective.

Develop Self & Others - A commitment to lifelong learning and the desire to invest in the development of the long-term capability of yourself and others.

Agility Anticipating change and adapting behavior accordingly. Working creatively within policies and procedures to proactively meet goals.

Creative Problem Solving - Assessing options and implications in new ways to achieve outcomes and solutions.

Drive for Results - Knowing what outcomes are important and maximizing resources to achieve results that are aligned with the goals of the organization.

Salary

Bi-weekly: \$3,062.51 - \$4,121.25 (Annually approx. \$79,931.51 - \$107,564.62)

Notes

This is a permanent opportunity that works from the Twin Atria Building, located at 4999 - 98 Ave Edmonton, AB.

This competition may be used to fill future vacancies across the government.

Your resume and cover letter will be used as a screening tool. Please ensure to include a cover letter that demonstrates your recent experience in conducting hearings and tribunal decision writing.

Please include the month as well as the year when listing your work experience.

Besides being a great place to work and one where you can make a difference, we can offer you:

- Exciting learning opportunities to further your skills
- Chances for career growth and development
- A comprehensive and competitive benefits plan:
<http://www.psc.alberta.ca/Practitioners/DocList411.cfm>
- Pension plan: http://www.pspp.ca/members/publications/PSPP_Member_Handbook.pdf
- A positive workplace culture and work-life balance

Tips on Applying on Alberta Government Jobs see here:

<https://www.jobs.alberta.ca/applying/index.html>

How to Apply

Online applications are preferred. Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience and relevant examples of required competencies.

Note: As only one file can be uploaded, please ensure your cover letter, resume and any other related documents are submitted in one file. Please ensure that this document is saved using the following naming convention (Last name, First name_Job ID Number). Applicants who apply online will be able to track the status of this competition.

If you are unable to apply online, please submit your cover letter and resume, quoting the Job

ID, to: Mary Jane Sobkiw, Alberta Transportation, 2nd Floor, Twin Atria Building, 4999 - 98 Avenue, Edmonton, Alberta, T6B 2X3.

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) - <http://work.alberta.ca/immigration/international-qualifications-assessment-service.html> It is recommended that applicants include the assessment certificate from IQAS or any other educational assessment service as part of their application.

Closing Statement

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

If you require any further information on this job posting, please contact Rachel Skocilas at Phone:780-422-5887 or e-mail: Rachel.skocilas@gov.ab.ca. If this competition is closed as per the closing date noted above, please continue to check <http://www.jobs.alberta.ca> for a listing of current career opportunities with the Government of Alberta.

Please follow us on LinkedIn: <http://www.linkedin.com/company/government-of-alberta>

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