



Make working for
The City work for you.



Tribunal Coordinator

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion and anti-racism. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Tribunal Coordinator for the City Appeal Boards portfolio, you will ensure that tribunals such as the Subdivision and Development Appeal Board and the License and Community Standards Appeal Board are appropriately supported in carrying out their respective mandates in compliance with provincial legislation, relevant municipal bylaws, administrative law, and the principles of natural justice. You will ensure that tribunal operations contribute to a well-run City and that tribunal processes are open, accessible and impartial. As the Coordinator, you will ensure that the tribunals are operating independently under an appropriate governance framework, and are receiving the administrative support and resources required to carry out their legislated mandates such as those set out in the Municipal Government Act (MGA) and municipal bylaws. Primary duties include:

- Manage tribunal operations, including establishing and maintaining a budget.
- Develop, implement and monitor business plans.
- Provide strategic guidance and leadership to tribunal portfolios in response to legislative change as well as evolving trends in case law and public policy.
- Support and facilitate productive working relationships amongst stakeholders.
- Supervise staff by providing leadership, direction and encouraging teamwork within the section.
- Represent The City of Calgary and/or tribunals in responding to inquiries from the media, appellants/complainants, agents/lawyers, members of Council, or the general public.
- Communicate the policies and procedures of the tribunals to the public, staff, Board members, members of Council, and internal and external stakeholders.

Qualifications

- A degree plus at least 4 years of relevant working experience in a public facing, highly-scrutinized, deadline-driven environment, preferably in a legal milieu.
- Equivalent combinations of experience and education may be considered.
- Previous experience with direct supervision of employees is required, preferably in a unionized environment.
- Experience writing high profile business recommendations with legal and/or technical dimensions would be an asset.
- Project management experience would be an asset.
- Substantive experience in working with tribunals would also be an asset.
- Experience supporting and working with customized computer-based systems designed and developed to support technical workflow processes, and to provide the data needed to manage the work environment, would also be an asset.
- This position requires the following skills & abilities:
 - Strong organizational skills.
 - Excellent communication, including an ability to make formal presentations to the public and to respond.
 - Knowledge, skills, abilities, and aptitudes in applying a variety of computer based applications.
 - Ability to prioritize high work volumes, and continuously meet deadlines.

Pre-employment Requirements

- Applicants will be tested for appropriate skills.
- Successful applicants must provide proof of qualifications.
- In accordance with Section 627.1 of the Municipal Government Act, and the Subdivision and Development Appeal Board Regulation, successful completion of a legislated training program is required and will be a condition of employment.

Union: Exempt
Position Type: Temporary (up to 18 months)
Compensation: Level E \$77,891 - 117,609 per annum
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: City Clerk's Office
Location: Deerfoot Junction 1212 31 Ave NE
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.
Apply By: September 15, 2021
Job ID #: 304457

Apply online at www.calgary.ca/careers