



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Registrar of Appeals	
Position Number(s)	Community(s)	Division/Region(s)
71-3989	Hay River	Advanced Education & Careers

PURPOSE OF THE POSITION

The Registrar of Appeals (Registrar) administers the appeal process and appointment process as defined by related acts, regulations, policies and guidelines, and provides administrative support to Boards, Committees, Adjudicators and Review Groups (BCARG) in carrying out the various responsibilities under the following legislation: *Social Assistance Act and Regulations*, *Student Financial Assistance Act*, and *Regulations Senior Home Heating Subsidy Guidelines*, *Employment Standards Act*, and *Regulations Aurora College Act*, and *Apprenticeship, Trade and Occupations Cerlification Act and Regulations*.

SCOPE

Located in Hay River, and reporting to the Assistant Deputy Minister of Labour and Income Security, the Registrar is responsible for coordinating the appointments as well as coordinating the training for members of the BCARG and administering the appeal processes for the applicable Legislation.

The Registrar has unlimited primary access to confidential information relating to individuals named in the appeals that come before the BCARG that, if not handled properly, could potentially be damaging to the clients, students, employees of the private industry, and apprentices (appellant).

In the appeal process, the Registrar meets with appellants who are in a vulnerable position. The appellant depends on the Registrar for information that can affect the fairness in the proceedings.

The Registrar manages a \$45,000 O&M budget for travel, honoraria and other administrative costs. The duties carried out by this position have a direct impact on the ability of the members of BCARG to perform their duties and an indirect impact on the appellant financially, physically, and emotionally.

RESPONSIBILITIES

- 1. Administers the appeal process as defined in various Government of the Northwest Territories (GNWT) legislation so that appellants have an independent mechanism through which to appeal decisions made by the Department of Education, Culture and Employment (ECE) program delivery staff:**
 - Receives and schedules appeal hearing pursuant to the applicable Legislation;
 - Acts as a resource person to the appellant, members of the BCARG and program delivery staff in cases where questions of an appeal procedural nature arises;
 - Contacts and meets with program staff to discuss policies, legal issues, appeals to the Supreme Court and cases under judicial review;
 - Prepares or arranges for the preparation of the records as required for appeals to the Supreme Court or on cases under judicial review;
 - Ensures disclosure material is requested from and received in a timely manner;
 - Prepares packages, including but not limited to, copies of the file information provided by program delivery staff and the appellant, any relevant legal material received, case summaries, applicable legislation, policies and guidelines and sends copies to the appellant, their representatives and members of the BCARG;
 - Writes and prepares case summaries by summarizing the appellants file(s) and identifying legal/procedural issues, send complete file information to appropriate BCARG;
 - Works with independent legal counsel;
 - Reviews decisions to ensure that the provisions of the legislation, policies and guidelines have been considered, edits/proofreads, and makes recommendations including legal review where appropriate;
 - Arranges for delivery of final decisions to all parties involved in the appeal, including the Director of the respective division;
 - Follows strict timelines according to relevant acts, regulations, policy and guidelines;
 - Assists in maintaining the independence of the BCARG by acting as liaison with ECE program staff on matters of policy, procedures and guidelines, clarification and/or interpretation between the BCARG, parties named in the decisions, interested parties, government officials and legal counsel; and
 - Recommends policy and procedures on appeal processes to the BCARG.
- 2. Coordinates the appointment and revocation of the adjudicators and boards and committees so that they may carry out their responsibilities:**
 - Prepares correspondence for the Minister's signature seeking nominations and expressions of interest;
 - Prepares summaries of applicants and nominees qualifications for the Minister's consideration;
 - Prepares appointments for the adjudicators, boards and committees and
 - Works with Legislative Policy Advisor to prepare all forms, letters and documentation for the appointment and revocation;

3. Coordinates the orientation and training of the BCARGs in order that they may carry out their responsibilities
 - With program staff, assists with providing orientation to all new BCARG as to their roles and responsibilities and supports available to them;
 - With program staff, recommends and arranges for ongoing training of BCARG to ensure they are current in legislation and practice; and
 - Coordinates, as necessary, ongoing professional development and networking events for BCARG to provide them with an opportunity to discuss case law and to make recommendations on proposed amendments to legislation, policy and guidelines.
4. Administers the operations of the Registrar's office:
 - Acts as the primary contact for all parties;
 - Document management;
 - Arranges travel, meetings and payment of honoraria and travel claims for BCARG;
 - Prepares budget and reviews expenses and/or costs, verifies monthly variance reports to ensure information, projection of needs and expenditures are adequate;
 - Maintains statistics and prepares reports on all matters related to appeals; and
 - In relation to BCARG, writes and prepares ministerial briefing notes, reports for the BCARG, and responds to inquiries sent to the Minister, Deputy Minister and Assistant Deputy Minister regarding appeals.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the applicable Legislation, procedures and policies and understanding of proceedings and a legal environment;
- Researching skills in order to prepare clear and concise case summaries based on the factual evidence on the file under appeal;
- Proven communication skills, both oral and in written;
- Knowledge and experience related to financial management, specifically preparing yearly budget forecasts and variance analysis;
- Ability to be self-motivated and take initiative in order to manage independent workplan with varying caseloads;
- Ability to work without supervision;
- Experience with records management
- Interpersonal, organizational and analytical skills; and
- Experience in applying skills and abilities in a computerized environment (word processing and spreadsheets).
- Must be able to work to deadlines and respond effectively.
- Must be able to work in stressful situations.
- Strong oral and written communication skills to prepare reports and articulate ideas
- Strong planning and organizational skills in order to prioritize and manage concurrent projects
- Strong analytical skills in order to make decisions, integrate information from many sources and to convey it to various stakeholders
- Ability to work with a variety of software programs to compile requested information, reports, resources and presentation materials
- Strong interpersonal skills and the willingness to work as a team player

Typically, the above qualifications would be attained by:

- Diploma in Business Administration or Legal Assistant.
- 5 years of related experience in the courts or legal setting or as a Senior Office Administrator.

WORKING CONDITIONS

Physical Demands

No unusual conditions.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual conditions.

Mental Demands

Appellants may be dissatisfied with an appeal decision made and may exhibit hostile, threatening, verbally or emotional behaviour towards the Registrar. This requires the Registrar to be attentive to the needs and concerns of the appellant.

There are times when the incumbent must work on weekends or during the evening.

ADDITIONAL REQUIREMENTS

Position Security (check one)

No criminal records check required

Position of Trust – criminal records check required

Highly sensitive position - requires verification of identity and a criminal records check