



IDENTIFICATION

Department	Position Title	
Justice	Electronic Disclosure and Data Coordinator	
Position Number	Community	Division/Region
82-16555	Yellowknife	Legal Aid Commission

PURPOSE OF THE POSITION

The Electronic Disclosure and Data Coordinator is responsible for receiving, formatting and transmitting complete and confidential client information to legal counsel to ensure that client legal rights are protected. Timely and accurate distribution of client file materials is critical to ensure that there is no miscarriage of justice.

The position is also responsible for the day to day implementation and operation of the Legal Aid Commission's centralized disclosure management processes and Legal Aid Information Network (LAIN).

SCOPE

Located in Yellowknife at the head office of the Legal Aid Commission, the Electronic Disclosure and Data Coordinator (Coordinator) reports to the Manager, Legal Aid Commission Program Support.

The Legal Aid Commission has an operational budget of \$6,241,000.00 and a staffing group of approximately 35, including Staff Lawyers, Administrators in criminal and family law, Court Workers and the Court Worker Supervisor, Legal Assistants and a Finance and Operations Analyst. The Commission receives over 1200 applications for legal aid each year and provides over 4,000 instances of legal assistance under the presumed eligibility program.

The position works with client information across the organization. The incumbent is responsible for the receipt, formatting, disbursement and transmission of confidential client documentation in the context of the criminal law program. Crown disclosure for approximately 4,000 files per year is received, collated, formatted and disbursed to 9 staff

lawyers and up to 20 private bar lawyers. The incumbent is responsible to ensure that confidential and highly sensitive information is transmitted to ensure the protection of clients' legal rights, the proper administration of justice and to support lawyers to meet the Law Society of the Northwest Territories' Code of Conduct.

The Electronic Disclosure and Data Coordinator must understand the flow of data from the collection of client information at head office to the receipt of Crown Disclosure from the Public Prosecution Service of Canada. A thorough understanding of criminal procedure is required to ensure that the correct ongoing data and disclosure is matched to the correct lawyer and circuit in a complex and time sensitive environment.

The Coordinator will be the liaison with the developer of LAIN and will troubleshoot issues with the database and coordinate staff training. This position is responsible for completion of the Legal Aid Commission Annual Report and the Access to Justice Services Annual Report for both data reporting and program reporting. The Coordinator will work with front line staff to ensure data integrity including coaching, training, and troubleshooting on the LAIN system. Accurate and timely reporting to Justice Canada is crucial to ensure stable funding of the program.

RESPONSIBILITIES

1. The Coordinator is responsible for contributing to the development, testing and revision of electronic disclosure policies and procedures, by:

- Researching options for managing electronic disclosure in collaboration with existing database team, GNWT ISSS resources, defence lawyers and the Public Prosecution Service of Canada (PPSC).
- Establishes a centralized method to receive and disburse electronic disclosure, including written policies and procedures.
- Maintains client folders matched to changing Territorial Court circuit schedules and assigned lawyers.
- Monitors staff and private bar usage of system to confirm compliance with policies.
- Maintains active collaboration with PPSC to ensure consistent naming conventions and delivery methods.
- Ensures that conflict of interest risks are identified to the Manager, recommends and implements solutions as directed.

2. The position supports the Legal Aid Information Network (LAIN) by:

- Co-leading the implementation of the Legal Aid Information Network with the Manager-LAC Program Support.
- Staying abreast of developing software/processes available to manage high volumes and differing formats of data.
- Staying abreast of national legal aid trends in data collection/management and reporting including participating on national committees.
- Monitoring functionality of LAIN and troubleshooting issues.

- Acting as liaison with the database developer where issues cannot be internally resolved.
- Training and coaching staff across all program areas on ongoing basis to ensure data integrity.
- Performing periodic data quality reviews and audits of the system and following up with users or developer as required.
- Monthly reporting on functionality of centralized process, integrity of data and staff compliance.

3. The position is responsible for coordinating the drafting of the Legal Aid Commission Annual Report and Access to Justice Services Annual Report for review and use by the Executive Director, by:

- Leading the creation of the Legal Aid Commission annual report for tabling in the Legislature, including data reporting and program reporting, including delegating discrete reporting components to various relevant staff.
- Leading the creation of the annual Access to Justice Services Report for submission to Justice Canada, including coordinating with Corporate Services for financial reporting, and creating program reporting.

4. Monthly Reporting on Lawyer Productivity.

- Creates and provides general analysis of monthly reports for the Executive Director on staff lawyer productivity with respect to volume of client file materials.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Fast paced environment with multiple overlapping deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of data collection and database management.
- Proficiency with various information systems technologies.
- Proficiency with data-related software and programs.
- Analytical thinking and problem-solving skills to address needs of users of data systems.

- Communication and presentation skills and ability to work with stakeholders in various areas of the organization.
- Ability to prioritize work to ensure that critical deadlines are met.

Typically, the above qualifications would be attained by:

A degree in business administration, computer science or management information systems plus two years of experience in database design, administration and implementation.

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

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred