



Integrity  
Independence  
Excellence

## Position Description: Adjudications Coordinator

<b>Classification:</b>	Band 1	<b>Position:</b>	00124955
<b>Reports to:</b>	Manager of Operational Support and Development	<b>Location:</b>	Victoria, BC

### Context and Job Overview:

Reporting to the Manager of Operational Support and Development, the Adjudications Coordinator is responsible for the internal coordination and administration of adjudicative matters under the BC *Police Act* and liaises with internal and external parties in accordance with statutory processes and timelines.

### Accountabilities:

- Coordinates and participates in an integrated approach to all adjudicative reviews, ensuring consistency and quality control of all related documentation and records. Alerts senior leadership to key issues and potential problems.
- Implements and maintains an adjudicative records management process, including updates to the electronic case management system.
- Assists in the drafting of statutory notices relating to adjudicative reviews.
- Prepares and coordinates the dissemination of disclosure packages and prepares materials for adjudicative reviews, as necessary.
- Liaises with communication staff to ensure approved adjudicative related documentation is available on the OPCC website at the appropriate juncture.
- Reviews and redacts information pursuant to relevant and applicable sections of the BC *Freedom of Information and Protection of Privacy Act* prior to public posting of adjudicative materials to the OPCC website.
- Manages the exchange of records, legal submissions and information with OPCC's legal counsel in relation to Adjudicative Reviews and Judicial Reviews.
- Monitors parties' compliance with administrative/procedural requirements under the BC *Police Act* and liaises with appropriate OPCC staff to implement corrective action where necessary.
- Acts as a point of contact for the Registrar for Adjudicative Reviews.
- Logistics planning for adjudicative hearings.

## **Selection Criteria:**

### **Education and Experience:**

- Post-secondary education in a related field, such as paralegal training or a business or public administration diploma, combined with a minimum of 3 years' relevant, progressively more responsible experience, preferably in a legal, judicial or quasi-judicial setting.
- Experience in drafting business and/or legal correspondence.
- Previous experience in a related role for an independent commission, board, agency, administrative tribunal or the courts is preferred.
- Experience providing advice and interpretation of policies and procedures in a time-sensitive environment, to a variety of internal and external stakeholders is preferred.
- An equivalent combination of education and experience may be considered.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).

### **Knowledge, Skills and Abilities:**

- Knowledge of the legal framework and adjudicative process set out in the *Police Act* or similar administrative law statutes
- A sound working knowledge of programs, policies and administrative procedures and processes in the OPCC or similar organisations.
- General understanding of the process by which adjudicative matters are administered by the OPCC or similar organizations. Ability to independently assess and resolve, in a fair, impartial and timely fashion, issues or requests raised by parties to the adjudicative process.
- Ability to work under pressure, to take initiative and to work independently.
- Demonstrated ability to accurately track and manage all documentation related to time-sensitive cases through a computerized case tracking system.
- Ability to handle sensitive and confidential material and develop effective working relationships with all levels of staff and internal/external stakeholders.
- Ability to work effectively in a team environment.
- Ability to communicate complex legislation, regulations, procedures and policies to internal and external stakeholders from various backgrounds.
- Ability to gather information and analyze complex facts and apply legislation and policy.
- Ability to set priorities and apply methods, processes and procedures to manage a large caseload.
- Strong oral, written and interpersonal communication skills and the ability to communicate in a considerate and respectful manner.

## **Indigenous Relations Competencies:**

**Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview, and the culture of the BC Public Service, and to notice their commonalities, and distinctions with Indigenous cultures, and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

## **Competencies:**

**Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

**Planning, Organizing and Co-ordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

**Problem Solving/Judgement** is the ability to, organize information, identify key factors, identify underlying causes and generate solutions.

**Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.

**Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.

**Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

## **Office of the Police Complaint Commissioner**

*Providing impartial civilian oversight of complaints involving municipal police in  
British Columbia.*

<https://www.opcc.bc.ca/index.html>