



Integrity
Independence
Excellence

JOB PROFILE: Adjudicative Coordinator and Registrar

Classification:	AO15	Position:	00128801
Reports to:	Executive Director, Business Operations	Location:	Victoria, BC

JOB OVERVIEW

Reporting to the Executive Director, Business Operations, the Adjudicative Coordinator and Registrar is responsible for the coordination and administration of adjudicative matters under the BC *Police Act*. They are also responsible for registrar functions of pre/post and in-hearing duties including adjudication support, file and exhibit management, recordings, and coordination of transcription services.

ACCOUNTABILITIES

Coordination and Administration of Adjudicative Matters

- Coordinates all logistical and technical aspects of adjudicative reviews including arranging conference calls, Microsoft Teams invites, boardroom bookings, sending invitations, tracking the status of documents and action items, and providing support and intermediary service between retired judges appointed under the *Police Act*, legal counsel and investigative analysts.
- Implements and maintains an adjudicative records management process, including updates to the electronic case management system.
- Alerts senior leadership to key issues and potential problems related to the process and provides procedural advice.
- Prepares and coordinates the dissemination of disclosure packages and prepares materials for adjudicative reviews, as necessary.
- Acts as the point of contact for administrative matters associated with adjudications.

Registrar Functions

- Records proceedings and requests transcripts from qualified service providers.
- Prepares the hearing room and any equipment required.
- Engages qualified vendors for technical support when necessary.
- Provides procedural clarification to adjudicators and counsel in relation to the administration of adjudicative matters under the *Police Act*.

- Marks exhibits, calls witnesses to the stand and swears them in.
- Arranges for an interpreter if needed.

Records Management

- Implements and maintains an adjudicative records management process, including updates to the electronic case management system, legal work tracker, etc.
- Ensures consistency and quality control of all related documentation and records.
- Updates, maintains and secures electronic and hardcopy files.
- Coordinates the exchange of records, legal submissions and information with OPCC's legal counsel, retired judges, police departments and OPCC analysts in relation to Adjudicative Reviews, Discipline Proceedings and Judicial Reviews.

Other duties

- Completes other administrative tasks as assigned.
- Occasional travel may be required.

SELECTION CRITERIA

Required Qualifications

- Minimum of 3 years' relevant administrative experience, preferably in a legal, judicial or quasi-judicial setting.
- Experience drafting business and/or legal correspondence.
- Experience dealing with confidential or sensitive matters.
- Experience coordinating meetings and/or hearings for a court, tribunal, commission, board or secretariat.
- 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 Office (Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).
- An equivalent combination of education and experience may be considered

Preferred Qualifications

- Preference may be given to those having court clerk experience with file and exhibit management, and court records.
- Preference may be given to those with post-secondary education in a related field such as paralegal, business or public administration.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficient in the use of the Microsoft Office suite, specifically MS Teams, Excel and Word
- Technical capabilities to organize electronic hearings (audio/video), ability to use recording system.
- Knowledge of the legal framework and adjudicative process set out in the *Police Act* or similar administrative law statute.
- 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.
- Ability to develop and maintain effective working relationships with all levels of staff and internal/external stakeholders.
- Ability to work effectively in a team environment.
- Strong oral, written and interpersonal communication skills and the ability to communicate in a considerate and respectful manner.

INDIGENOUS RELATIONS BEHAVIOURAL 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.

PUBLIC SERVICE BEHAVIOURAL 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.*

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