

Hearings Director

Conduct – Sherwood Park, Alberta

The Alberta College of Paramedics regulates paramedicine with a goal of practice excellence for the benefit of every Albertan. With a mandate to work in the public interest by setting professional standards in education and practice, the College attracts highly talented professionals at the top of their game.

We are seeking a **Hearings Director**. Reporting to the Director, Complaints and Professional Conduct this position provides high-level administrative support to the Professional Conduct Department. This position is also responsible for coordinating hearing tribunals and maintaining the Membership list.

Your Main Responsibilities

- This role serves as the Hearings Director as per the *Health Professions Act*.
- Schedule hearing dates (via doodle poll) and notify all attendees
- Act as a liaison with external lawyers, legal assessors, panel members, witnesses and all other relevant bodies
- Coordinate hearings including teleconference/videoconferences and in person hearings
- Establish Tribunal and Complaint Review Committees and designate a chair
- Distribute hearing notices and decisions in a timely manner
- Compiles evident and upload to SharePoint
- Send out registered mail as required
- Provide witness support and guidance at hearings
- Receive decision and records from the Hearing Tribunal and distribute to all relevant parties
- Reconcile credit card statements
- Monitor and input Membership list expense claim reports
- Record hearing outcomes, specifically sanctions and penalties
- Attend Hearing Director interest group meetings as requested
- Supporting the Professional Conduct department by providing executing other administrative duties including but not limited to: reviewing and editing documents, managing telephone inquiries, e-mail, fax or in-person, creating and maintaining complaint records, transcribing investigator interviews, prepare reports for Council, deliver presentations, etc.

Your Qualifications and Experience

- Certificate or diploma in office, legal or business administration or another related discipline
- Minimum of five years experience of progressive administrative experience, preferably within a regulatory or legislative environment
- Knowledge of the Health Professions Act (HPA) would be considered a definite asset
- Intermediate knowledge of MS Office, electronic databases and electronic platforms to manage investigation documents
- Advanced writing and editing skills Knowledge of IAPRO, VISIO and Excel are considered an asset
- Exhibit a sound attention to detail
- Ability to generate accurate and high-quality work
- Ability to organize, prioritize work and meet deadlines with a high degree of personal initiative High level of professionalism, integrity, confidentiality and accountability

- Ability to build and maintain excellent working relationships and deliver a high standard of customer service
- Ability to work efficiently as a part of a team as well as in a capacity to work in a self-directed manner with minimal supervision
- To anticipate, assess and readily adapt to changing priorities
- Willingness to attend training sessions when and where possible

This is a full time position that offers an exceptional compensation package, flexible work schedule and a great work environment.

The Alberta College of Paramedics embraces diversity and offers equal opportunities to all applicants. We want to thank all applicants for applying however, only those candidates considered for an interview will be contacted.

Applicants may undergo a criminal records check.

Posted until filled.