

## OPEN TO THE PUBLIC

### EMPLOYER ADVISOR WORKFORCE & ADVANCED LEARNING

LOCATION - 40 Burns Avenue, Charlottetown

### FULL-TIME TEMPORARY POSITION (Commencing immediately for 10 months with Possible Extension)

Created by s. 85 of the Workers Compensation Act, this position provides legal advice, assistance, and legal representation to any of the approximately 5000 employers registered with the Workers Compensation Board of PEI, and to various employer associations across the province concerning all aspects of claims, classifications, assessments, workplace health and safety, and appeals. Duties will include;

- Advice and assistance to employers and their staff regarding statutory interpretation, application, and administration of the Workers Compensation Act and the Occupational Health and Safety Act, including policies, regulations, procedures and practices;
- Gathering employers input through various methods including surveys, personal contact, liaising with employer associations, committees, etc.;
- Keeping informed on policies, publications, correspondence, press releases, and information produced by the Workers Compensation Board of PEI;
- Monitoring and analyzing changes to workers compensation/workplace health and safety legislation and issues on an ongoing basis and keeping employers informed of changes;
- Preparing cases through consultations, investigations, evidence gathering and technical, medical, and legal research;
- Presenting cases to the Internal Reconsideration Officer (IRO), the Workers Compensation Appeal Tribunal and PEI Court of Appeal;
- Writing regular newsletters for the employer community to keep them informed of WCB policies and decisions;
- Providing advice and support for the Director as required in the development and implementation of goals, objectives, and administrative processes to improve the overall effectiveness of the position;
- Developing an annual budget for operating expenses;
- Preparing an annual report on program activities, achievement, and expenditures for the Workers Compensation Board of PEI and the Minister responsible for the Workers Compensation Board;
- Managing the office including responsibility for personnel, support systems, maintenance, security, etc.;
- Other duties as required.

#### Minimum Qualifications:

- Must have a law degree and be eligible to become a member of the Law Society of Prince Edward Island within 45 days of starting the position.
- Experience in the interpretation of legislation, mandate, policies, procedures, operations and programs.
- Excellent analytical, organizational, problem-solving skills.
- Must have the ability to exercise good judgment in confidential and sensitive situations.
- Computer skills and the ability to work independently are essential.
- Must have access to reliable transportation.
- Excellent oral and written communication, interpersonal, time management, and public speaking skills.
- Applicants must have a good previous work and attendance record.
- The successful applicant must provide a satisfactory criminal records check prior to beginning employment.

#### Other Qualifications:

- Additional relevant education and experience in administrative law will be considered an asset.
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**Preference will be given to UPSE Civil employees.**

Applicants are expected to complete the full length of this assignment unless appointed to a permanent position.

**Please Note:** Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

**Salary Range:** \$32.26 - \$40.34 per hour (Level 19)  
**Bi-Weekly Hours:** 75.0 hours bi-weekly  
**PostingID:** 132814-0418WATO  
**Closing Date:** Wednesday, May 9, 2018 **5:00 p.m.**

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.gov.pe.ca/jobs](http://www.gov.pe.ca/jobs). Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.