



## RENTAL PROPERTY OFFICER

The Office of the Director of Residential Property, a division of the Island Regulatory and Appeals Commission, is responsible for the administration of the *Rental of Residential Property Act* and the adjudication of applications made pursuant to that Act. The primary role of the Rental Property Officer is to conduct hearings and issue written decisions and orders with respect to applications made to the Office of the Director by residential landlords and tenants. The Rental Property Officer also investigates alleged violations of the Act, inspects residential properties and makes decisions and orders based on those inspections. The Rental Property Officer also provides education and information to the general public, and to residential landlords and tenants in particular, on their rights and responsibilities under the Act.

The ideal candidate will have:

- a university degree, preferably in law or another professional discipline
- experience with legislation, regulations, policies and procedures and familiarity with practices/procedures of administrative tribunals
- knowledge of safe housing standards, building construction and/or environmental health would be an asset
- bilingualism would also be an asset

The position requires strong critical thinking, written and oral communication skills, and proven organizational, interpersonal and conflict resolution abilities. The position requires travel throughout the province; a valid driver's license is also required.

The Island Regulatory and Appeals Commission offers a competitive salary and benefits package with a salary range of \$30.22 to \$37.77 per hour. For more information on this opportunity, please visit [www.hratlantic.ca/irac](http://www.hratlantic.ca/irac). Qualified candidates are invited to submit a detailed resumé and cover letter in confidence by end of day, **Monday, May 1, 2017**.