

Regional Coordinator - Employment Insurance Board of Appeal

Portfolio: Employment, Workforce Development and Official Languages

Organization: [Employment Insurance Board of Appeal](#)

Position title: Regional Coordinator

Type: Part-time or full-time

Salary range: \$136,900.00 - \$161,000.00/Year

Per diem: \$685.00 - \$805.00

Location: Across Canada

Closing date: October 24, 2024

Opportunity number: J0424-1353

The Employment Insurance Board of Appeal was created under Part 5 of the *Department of Employment and Social Development Act*, which came into force on June 22, 2023. Canadians who contribute to the Employment Insurance system are eligible for benefits under specified circumstances. People who are denied Employment Insurance benefits, following a decision on a request for reconsideration, have the right to appeal that decision. The Board of Appeal acts as an independent administrative tribunal composed of three member panels rendering decisions on all matters appealed under subsection 113 of the *Employment Insurance Act*. The Board of Appeal's mandate is to provide simple, quick, fair and client-centric quasi-judicial services to Employment Insurance claimants and employers.

The Regional coordinator assists the Executive Head in fulfilling their mandate of supervision over and direction of the day-to-day work of the Board of Appeal. The Regional Coordinator performs any duties or functions that the Executive Head may assign and exercises any power delegated by the Executive Head. This may include but is not limited to supporting and promoting the vision, goals and strategy of the organisation, providing guidance and advice to Board of Appeals members, as well as ensuring consistency and quality of hearings and decisions.

Diversity and Official Languages

We are committed to providing a healthy and accessible workplace that supports one's dignity, self-esteem and the ability to work on one's full potential. With this in mind, all appointees will be expected to take steps to promote and maintain a healthy, respectful, inclusive and harassment-free work environment.

Preference may be given to applicants who are members of one or more of the following groups: women, Indigenous peoples, persons with disabilities, and members of a visible minority group.

The Government of Canada will consider bilingual proficiency and diversity in assessing applicants. You are therefore encouraged to include in your online profile your ability to speak and understand your second official language.

To be considered, please ensure that the information provided in your curriculum vitae and cover letter clearly demonstrate how you meet the following requirements:

Education and Experience

- A degree from a recognized university, or an acceptable combination of equivalent education, training and job-related experience;
- Significant experience in the interpretation and application of legislation, regulatory frameworks, government policies and directives;
- Experience in decision-making related to sensitive and complex issues and / or experience managing cases and rendering decisions in an adjudicative tribunal or making recommendations in a non-adjudicative tribunal, agency or an equivalent;
- Experience leading and supporting talent development, including from an equity, diversity and inclusion perspective and / or leading and supporting transition or transformational change in an organization;
- Experience writing about legal issues in plain language; and
- Experience working on labour or employer issues would be considered an asset.

If you move on to the next stage of the selection process, the following criteria will be assessed:

Knowledge, Skills and Abilities

- Knowledge of the procedures and practices involved in conducting hearings in an administrative tribunal and in the legal principles involved, particularly as they relate to evidence, legal interpretation and natural justice;
- Knowledge of government practices, including those related to sound governance and organizational management principles;
- Superior communication skills, both written and oral;
- Ability to interpret relevant statutes, regulations and policies and analyse complex situations to make equitable and timely findings and recommendations; and
- Ability to uphold and promote a vision, objectives and strategies of the organisation, including the ability to lead in a changing environment, to motivate and develop effective working relationships with peers, departmental officials and stakeholders.

Language Requirements

Bilingualism would be preferred.

*If you move on to the next stage of the selection process, we will contact your references to confirm that you meet the above selection criteria and that you possess the following **Personal Attributes**:*

- High ethical standards and integrity
- Sound judgment and impartiality

- Tact
- Discretion

Eligibility Factors and Conditions of Employment

- Appointees must comply with the *Ethical and Political Activity Guidelines for Public Office Holders* throughout their appointment as a term and condition of employment. The guidelines are available on the Governor in Council Appointments website under the [Forms and reference material](#).
- All appointees are subject to the [Conflict of Interest Act](#). Public office holders appointed on a full-time basis must also submit to the Office of the Conflict of Interest and Ethics within 60 days of appointment, a confidential report in which they disclose all of their assets, liabilities and outside activities. For more information, please visit the [Office of the Conflict of Interest and Ethics Commissioner's website](#).
- Appointees must uphold the highest standards of probity and are expected to demonstrate behaviours in the workplace that afford respect, equality and dignity, to everyone they interact with at work at all times. The [Values and Ethics Code for the Public Sector](#) outlines the values and expected behaviours for public servants, including valuing diversity and creating workplaces free from harassment and discrimination. Governor in Council appointees are expected to uphold and respect these values and principles in a positive and active manner.
- Appointees must be willing to perform most duties in a telework environment, understanding that they must have the required provisions.
- Part-time appointees must be available full-time for a period of approximately 10 days during the training period.
- Appointees must be able and willing to travel frequently throughout Canada.

A link to this notice will be placed in the *Canada Gazette* to assist the Governor in Council in identifying qualified candidates. It is not, however, intended to be the sole means of recruitment.

A list of qualified candidates may be established and may be used for similar opportunities.

How to Apply

Candidates should apply online by **11:59 p.m. Eastern Time on October 24, 2024**, via the [Governor in Council Appointments website](#). Your cover letter should be addressed to the Director of Selection Processes, Senior Personnel Secretariat, Privy Council Office, and should be sent through the online application.