



Ontario
College of
Teachers

Ordre des enseignantes
et des enseignants
de l'Ontario

Posting 18-42

Bilingual Hearings Assistant, Intake and Hearings Unit

Investigations and Hearings Department

Regular Position, Category 12 – Salary Range \$53,928 – \$69,224

Purpose of Position:

To assist in hearing and pre-hearing arrangements such as clerking, materials handling, scheduling, materials preparation (including drafting decision and hearings-related templates in uncontested matters) and room and accommodation arrangements. To assist with post-hearing administrative work such as decision writing and processing of decision reasons, exhibit filing, witness sheets and communication of outcomes. To assist with archiving / file maintenance for the unit and department. To monitor conditions arising out of Committee orders / agreements and follow up as appropriate.

French language proficiency testing will be administered as part of the recruitment process for this position

Responsibilities:

- Support pre-hearing conferences through distributing conference memoranda, preparing presiding officer materials, preparing and posting agendas, maintaining attendance reports, formatting and assisting with the drafting of presiding officer reports, and entering documents and tracking actions from pre-hearing conferences.
- Create new hearing files, ensuring completeness and suitability of file components and distributing to College legal counsel. Review media files and distribute relevant information to College legal counsel. Open electronic and hard copy hearing folders and respond to enquiries from College legal counsel as required.
- Liaise with Registrar's Office on signing of Notices of Hearings, circulate notices to internal staff and legal counsel and scan and link notices and related documents updating electronic tracking system.
- Support and clerk the administration of hearings and pre-hearings, including preparation of hearing and panel rooms prior to hearings, hearing folders for panel members, preparation of exhibit logs, panel attendance and related forms and posting of agendas.
- Advise reception of hearing attendees prior to the hearing.
- Coordinate the issuing of witness summonses, arrange travel and hotel accommodation for witnesses, and assist witnesses with expense claims and general information.
- Maintain and update hearings procedural checklists.

- Distribute decisions to legal counsel, employers, complainants and internal staff for publication and archiving.
- Provide post-hearing follow-up - update hearings tracking data, assist with decision writing, profile decisions in tracking system, and advise department staff of disposition.
- Prepare decision templates and other related hearing materials, and assist panels of the Discipline and Fitness to Practise Committees with the drafting of decisions in uncontested matters.
- In collaboration with the Manager and hearings staff, contribute to process of archiving files / documents for unit and department including providing feedback / suggestions during ad hoc projects regarding Archiving / Records Maintenance
- Verify content in decision summaries and redacted versions of decisions for consistency.
- Arrange for redaction process, translation and mailings of Notices of Committee Action and other jurisdictional notifications and update correspondence tracking system.
- Create and maintain statistics / monitoring tools in conjunction with current practices and I&H electronic system.
- Membership in good standing of the Law Society of Upper Canada is an asset.
- Strong English and French oral and written communication skills are required.

General administrative support to unit:

- Ensure that work prepared in the Unit for the Discipline Committee, Fitness to Practise Committee and senior staff is of high quality and is processed according to format in a timely manner.
- Receive visitors, deal with enquiries and arrange appointments for staff as required.
- Act as a resource person, following up on queries from internal College staff on the status of various cases and relaying the required responses back to the appropriate individual.
- Compose and type letters in reply to routine enquiries.
- Transcribe/format letters, memoranda, articles, reports, speeches, briefing notes, ensuring accuracy and proper distribution.
- Perform other duties that may be assigned by the Manager of Intake and Hearings.

To apply, please visit oct.ca/careers and forward your resume and cover letter to no later than December 31, 2018.

Ontario College of Teachers is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.