

ASSOCIATE COUNSEL TO THE CHAIR

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| Organization: | Workplace Safety and Insurance Appeals Tribunal |
| Division: | Office of the Counsel to the Chair |
| City: | Toronto, ON |
| Job Term: | Permanent |
| Job Code: | Tribunal Lawyer 2 |
| Salary Range: | \$133,244 to \$176,208 per annum |
| Posting Status: | Open |

The Workplace Safety & Insurance Appeals Tribunal (WSIAT), which is a quasi-judicial appeals tribunal governed by the Workplace Safety and Insurance Act. The Tribunal's Office of the Counsel to the Chair (OCC) currently seeks a motivated individual as an Associate Counsel to the Chair to provide legal advice and support to adjudicators, Counsel to the Chair, Tribunal Chair and the Chair's Office.

What can I expect to do in this role?

Working with a small, collegial group of lawyers, the Associate Counsel to the Chair will:

- Provide expert legal advice and support to adjudicators on workplace safety and insurance law and policies, administrative law, and related legal areas including both individualized and generic advice
- Provide expert legal advice and support to Adjudicators on workplace safety and insurance law and policies, administrative law and related legal areas, including complex legal issues such as Charter and Human Rights issues
- Provide expert legal advice and procedural support to the Counsel to the Chair, Tribunal Chair and Chair's Office/Executive Services with respect to complex and multiple reconsideration requests, complaints, post-decision correspondence, Practice Directions and other inquiries and matters, as assigned
- Provide expert legal advice and procedural support to the Counsel to the Chair, Tribunal Chair, Executive Director, Vice-Chairs, Panel Members, and Tribunal staff with respect to the Freedom of Information and Protection of Privacy Act (FIPPA) and related law and policy matters, Conduct research on complex issues of law, policy and procedure; analyzes and assesses the implications of such issues and produces opinions and other written materials as required by Counsel to the Chair

- Develop, deliver and maintain the legal component of an ongoing legal professional education program for new and existing Adjudicators and Tribunal staff
- Review draft decisions and provide legal advice to maintain standards of quality, consistency and coherence of Tribunal decisions and processes and the effectiveness of the Tribunal in the workplace safety and insurance system
- Support the Tribunal's knowledge management initiatives by participating in the development of the electronic portal and other knowledge management initiatives and the production of legal and procedural content (e.g. legal commentaries, current awareness bulletins, and templates for decisions, correspondence and memos)
- Participate in the annual review and other measures to ensure the Legal Guide continues to provide an accurate and impartial statement of workers' compensation law, assuming responsibility for designated chapters
- Participate on committees and represent the Tribunal at speaking engagements as assigned
- Ability to work independently with minimal supervision in a high volume, fast-paced environment with changing priorities
- Mentor and review work of students and junior lawyers within the OCC as required
- Provide other legal advice and assistance as assigned

How do I qualify?

Mandatory

- Member in good standing with the Law Society of Ontario
- Entitlement to practice law in Ontario

Knowledge & Skills

The successful candidate will have:

- Demonstrated knowledge and expertise in the role of the Tribunal in the workplace safety and insurance system; workplace safety and insurance law, policies, and procedures; and related areas of law (e.g. access to information and privacy law and policy; administrative law and the practices and procedures of administrative tribunals, including alternative dispute resolution (ADR); evidence law; statutory interpretation; Charter of Rights and Human Rights Code).
- Demonstrated knowledge and expertise in the interaction between Board policy, the law and developments in administrative justice

- Demonstrated ability and expertise to research and gather information in these areas effectively (e.g. knowledge of electronic databases and other legal research tools)
- Fully developed analytical capabilities with a particular focus on administrative law and workplace safety and insurance law
- Expert level written and oral communication skills to produce a range of legal and procedural content and documentation
- Excellent analytical, judgement and problem-solving skills including monitoring trends in decisions to aid in targeting emerging legal and policy issues, training needs and development of knowledge management initiatives (e.g. current awareness)

Interpersonal / Communication

- Exercises tact, discretion and sensitivity to concerns of parties and representatives in challenging appeal and reconsideration situations
- Interpersonal skills and judgement to work effectively with large number of Adjudicators in a tripartite setting, collaborate with staff in other departments and deal with parties and representatives in workplace safety and insurance setting
- Work activities involve the need to concentrate on a variety of sensory inputs for moderate durations of time requiring close attention
- Requires frequent, routine auditory interactions with colleagues and external stakeholders
- Requires visual attention/concentration to create, review or communicate paper/digital materials (e.g. reports, presentations) to individuals and small groups
- Requires concentrated mental effort during negotiations with clients/stakeholders for such purposes as resolving contentious issues

Other

- Majority of the time is spent in an office environment with frequent opportunity to move about
- Occasionally, moves/lifts light objects, such as materials required for internal/external meetings or facilitation/training sessions

Working Conditions

Work is performed in a typical office environment. Urban travel is occasionally required by vehicle to attend client/stakeholder meetings in person

Additional Information:

Address: 505 University Avenue, Toronto, M5G 2P2
Compensation Group: WSIAT Lawyer Compensation Plan
Posted on: March 15, 2021

How to Apply:

1. Submit resume with cover letter, quoting file #WSIAT 06-21 to: Human Resources, Workplace Safety and Insurance Appeals Tribunal, 505 University Ave., 7th Fl., Toronto, ON M5G 2P2. Fax: 416-326-0115. Email: Human.Resources@wst.gov.on.ca. **Please select only one method to submit your resume with cover letter.**
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
3. If you require a disability related accommodation in order to participate in the recruitment process, please contact us at Human.Resources@wst.gov.on.ca to provide your contact information. Recruitment staff will contact you within 48 hours.

Remember: The deadline to apply is April 5, 2021 11:59 pm EDT. Late applications will not be accepted. We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Workplace Safety and Insurance Appeals Tribunal is an inclusive employer.
Accommodation is available under the Ontario Human Rights Code.**