



# Safety Codes Council

## POSITION PROFILE

**Location:** Edmonton, Alberta  
**Position Title:** Corporate Governance and Appeals Paralegal  
**Position Type:** Permanent, Full-time  
**Number of Positions:** One (1)  
**Closing date:** Until a suitable candidate is found

### ***Fostering public confidence, utilizing expertise, fueling innovation, and acting with integrity.***

The Safety Codes Council is an independent, self-funded regulatory organization mandated to provide oversight of the system and technical disciplines through a number of key legislated functions and client focused services. We provide leadership by guiding, educating, supporting, and collaborating with all stakeholders in Alberta's safety codes system.

We offer a challenging and enjoyable work environment, great benefits, and a chance to make a difference in the lives of Albertans.

Join us and make an impact on keeping Albertans safe in the built environment!

## THE OPPORTUNITY

Reporting to the Corporate Counsel, the Governance and Appeals Paralegal plays a crucial role in supporting the Board of Directors and the Legal Services team with a high degree of professionalism and tact. This role requires an excellent ability to prioritize and coordinate the completion of tasks, a strong sense of responsibility for ensuring details are correct, and the flexibility to adapt to changing legal and governance needs. The position is responsible for assisting with the Board of Directors, including taking minutes and preparing documents for the Board and its sub-committees, following up on action items and directions, supporting compliance with policies and legislation, and providing general governance support and information. The Paralegal also assists with coordinating and scheduling appeal hearings.

## THE IDEAL CANDIDATE

You are a critical thinker and strong communicator with the ability to interact respectfully, inclusively, and positively to build strong collaborative working relationships. You effectively prioritize competing workload pressures including highly complex, mission critical, and sensitive matters. You are outcomes-focused with a passion for learning.

## THE DETAILS

- Research and maintain current understanding of governance functions and trends to ensure Board practices are in keeping with Council policies and legislation and Board work plans, and recording action items and resolution tracking and following up with management to ensure decisions are executed.
- Prepare briefing materials to support the Board and its sub-committees including briefing notes on Board term expiries and composition, and advice with respect to Board and committee terms of reference.
- Coordinate management's preparation of Board briefing materials to ensure a high degree of quality, consistency, and accuracy.
- Support Corporate Counsel in recommending bylaw amendments or policy changes that enable the efficient and effective operation of the Board and management.



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- Draft minutes, agendas, board reports, chair reports, and information summaries related to Board and sub-committee activities.
- Coordinate and schedule appeal hearings with appellant and respondent parties, administrative tribunal members, legal counsel, and Council employees.
- Prepare documents, resources and answer questions and provide information regarding the appeal hearing process.
- Compile and maintain statistical information as needed to support business and strategic plans relating to appeals, appeal expenses, revenues, and electronic legal library.
- Maintain databases, filing systems, diary systems to ensure legal activities run smoothly and efficiently.

## THE REQUIREMENTS

- Post-secondary diploma or degree in Paralegal Studies or related field.
- 2 years of progressively responsible experience working as a corporate paralegal, Board secretariat support, or in a related legal field.
- Experience and knowledge with respect to minute-taking and governance best practices and procedures.
- Experience working with a Board of Directors is required.
- Experience in administrative law, corporate law, or civil litigation.
- Experience in quasi-judicial or administrative decision-making processes is an asset.
- Experience using office software (e.g., Adobe, Outlook, Word, Excel, PowerPoint, SharePoint, Teams, Zoom).
- Ability to type approximately 60 words per minute for minute taking at meetings where information is shared orally.
- Formal education or coursework in FOIPP or Protection of Privacy is an asset.

## WHAT WE OFFER

- Competitive salary and comprehensive benefits package, including health, dental, vision and a health spending account
- Generous RSP and employer matching Deferred Profit Sharing Plan (DPSP)
- Professional learning and development
- Positive workplace culture and work-life balance

## Notes

- Office location is 10405 Jasper Avenue, Edmonton, Alberta.
- Hours of work: 36.25 hours per week (Monday – Friday).
- Position is subject to a pre-employment background screening, including a criminal record check.
- **Please submit a cover letter and a formal writing sample as part of your application.**

**This competition is open until a suitable candidate is found.** The Council thanks all candidates for their interest, only those selected for an interview will be contacted.



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## About the Safety Codes Council

The (Council) is an independent regulatory body established in 1993 under the *Act*. The Council provides oversight of Alberta's safety codes system through a number of key mandated functions including:

- Accrediting and monitoring the compliance of municipalities, agencies, corporations, and regional service commissions in administering the *Act* within specified jurisdictions.
- For the 300,000 Albertans who live in unaccredited areas of the province, the Alberta Safety Codes Authority (ASCA) conducts permitting, inspections and oversees spill and incident reporting requirements for storage tank systems across the province.
- Training and certifying safety codes officers to inspect the construction, installation and maintenance of Alberta's structures and systems and administering Alberta's Master Electrician program.
- Reviewing, formulating, safety codes and standards, and evaluating emerging issues in the safety codes system to provide recommendations to Alberta Municipal Affairs.
- Investigating complaints and conducting investigations on the conduct, performance, or competency of an organization or individual having authority, powers, or duties under the *Act*.
- Conducting hearings and appeals of orders and written notices issued under the authority of the *Act*.

Safety Codes Council is committed to fostering equity and diversity, and we strive to provide a respectful, inclusive and barrier-free work environment.