



## **JOB OPPORTUNITY – HEARING OFFICER**

City of Vaughan

**Job Title: Hearing Officer**

**Job Type:** Part-time (approximately 6 - 8 days per month) or as required

**Location:** Remote

**Application Deadline: September 30, 2024**

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### **Job Description**

The City of Vaughan is looking for qualified candidates to serve as Hearing Officers for matters related to the City's By-laws. In this role, appointed by the City Clerk, you will review decisions made by Screening Officers concerning municipal by-law penalties under the City's Administrative Monetary Penalty System (AMPS).

Hearing Officers provide services as independent contractors and are not considered employees. They maintain autonomy in adjudicating disputes under AMPs to uphold the principles of impartiality and procedural fairness.

### **Key Responsibilities**

- Conduct hearings in accordance with the Statutory Powers Procedure Act (SPPA) and exercise the Delegated Power of Decision in the review of Screening Decisions.
- Review case documentation in accordance with established policies, procedures, and guidelines.
- Issue oral and written decisions in accordance with the AMPS By-law, including decisions on whether to affirm, reduce, or cancel Administrative Monetary Penalties and/or to extend the time to pay Administrative Monetary Penalties.
- Ensure equal access, fair treatment, and due process for all parties.
- Ensure that all rulings and decisions are independent and free of outside influence.
- Regularly review and comply with all applicable by-laws, policies, procedures, guidelines, legislation, and regulations.
- Maintain and upgrade knowledge and competence by participating in training and education courses, as required.
- Perform all other services as outlined in the Hearing Officer Contract.
- Have the necessary computer hardware, software, and high-speed internet service together with all the necessary computing skills to be able to conduct a virtual Hearing in a professional and skilled manner.

## Qualifications

- Formal post-secondary education in law enforcement, regulatory law, public administration, or related fields and/or an equivalent combination of education and experience.
- Experience in administrative law, adjudication, or mediation.
- Membership in the Society of Ontario Adjudicators and Regulators (SOAR) and/or the Law Society of Ontario is preferred.
- Knowledge of, and experience in interpreting and applying, appropriate legislation, including municipal by-laws, the Municipal Act, and the SPPA.
- Ability to formulate reasoned decisions and communicate them clearly and effectively, both orally and in writing.
- Effective leadership, facilitation, communication, presentation, interpersonal, and organizational skills.
- Demonstrated respect for diversity and inclusivity in maintaining a fair and transparent process for all persons, regardless of physical or mental abilities.
- Commitment to ongoing professional development to enhance expertise and remain current in the field.
- Proficiency in Microsoft Suite applications and Adobe.

## Eligibility

- Must satisfy the eligibility criteria outlined in [Section 7 of the AMPS By-law](#).

## Application Process

Interested candidates are invited to submit their resume and cover letter to [OCCrecruitment@Vaughan.ca](mailto:OCCrecruitment@Vaughan.ca). Please ensure your application clearly outlines your qualifications and experience relevant to this role.

## Compensation

This position offers the following compensation, subject to the terms of the Professional Services Agreement:

\$300 per day for hearings lasting up to 3 hours.

\$600 per day for hearings lasting between 3 and 6 hours.

Please note that a one-hour break period is unpaid.

## Instructions to Apply:

1. [Click Here to Complete the Application Form](#).
2. Email your resume and cover letter to [OCCrecruitment@vaughan.ca](mailto:OCCrecruitment@vaughan.ca) along with any relevant certifications, such as membership in SOAR or the Law Society of Ontario.

Please format email subject line as follows:

**Subject: 'Hearing Officer Application - First Name, Last Name'**