

Member - AMENDMENT, Veterans Review and Appeal Board

Portfolio:

Veterans Affairs

Organization:

Veterans Review and Appeal Board

Position title:

Member - AMENDMENT

Type:

Full-time

Salary range:

\$113,700.00 - \$133,700.00/Year

Location:

Charlottetown, Ottawa, Quebec, Western Canada

Closing date:

April 24, 2020

Opportunity number:

J1219-0818

****If you applied between March 2, 2020 and April 15, 2020 you do not need to re-apply to be considered for this position.**

The Veterans Review and Appeal Board is an independent appeal tribunal that helps Veterans, Canadian Armed Forces (CAF) and Royal Canadian Mounted Police members, and their families obtain the benefits to which they are entitled for service-related disabilities. Based out of Charlottetown, Prince Edward Island, hearings are conducted across Canada by Board Members. Members operate in a high volume and fast-paced work environment focused on respectful hearings and quality decisions written in plain language. The work requires extensive travel across Canada where travelling three out of four weeks is not uncommon. We are committed to providing an inclusive and barrier-free work environment.

As the ideal candidate, you are the consummate professional that remains calm and objective in all situations, while making people feel respected and comfortable in sometimes sensitive or tense moments. You bring compassion for Veterans' issues while balancing the everyday operational realities of working in a fast-paced environment in various locations across Canada. You hold the highest of ethical standards and work with the utmost integrity, diligence, respect and fairness. Your ability to communicate is superior, and adaptable to various environments and situations. You can truly work with anyone from any background with a client-focused approach.

Official Languages and Diversity

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. 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.

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 relevant education, job related training and/or experience;
- Experience as a decision maker in, or presenter before a quasi-judicial administrative tribunal and/or significant experience in decision-making related to sensitive and complex issues;
- Experience in the application and interpretation of legislation and regulations, in assessing complex information and in writing submissions and/or decisions;
- An acceptable combination of relevant experience in other fields such as, but not limited to, disability compensation, Veterans' Affairs, Human Sciences, policing, military, or law;
- Recent and significant experience using a computer in the workplace for routine matters including workload distribution, communication, research and word processing; and
- Experience working with Veterans or persons with disabilities and/or lived experience is 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 principles of natural justice in a tribunal setting;
- Knowledge of contemporary military, policing and Veterans' issues;
- Knowledge of legislation governing Veterans' benefits, specifically the *Veterans Review and Appeal Board Act*, *Pension Act*, *War Veterans Allowance Act*, and the *Veterans Well-being Act* and associated regulations and other related statutes;
- Ability to communicate effectively, both orally and in writing;
- Ability to interpret and apply the law to develop well-reasoned, clear, accurate and concise decisions;
- Ability to hear appeals, handle sensitive situations, maintain self-control and defuse tense situations;
- Ability to think conceptually, and isolate, synthesize and analyze information to make and write appeal decisions; and
- Ability to work efficiently, independently, as well as within a team to make quality and timely decisions.

Language Requirements

Proficiency in both official languages 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, integrity, respect and fairness
- Superior interpersonal and communication skills
- Tact, diplomacy, sound judgement and discretion
- Client orientation
- Adaptability to work effectively with a wide range of groups and individuals from different backgrounds,

positions and socio-economic conditions

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 *Conflicts 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.
- A member shall perform their duties under the *Veterans Review and Appeal Board Act* on a full-time basis, and shall not hold any office or engage in any occupation inconsistent with those duties. (statutory)
- Members must work on occasion from their home office in Canada and have access to high-speed internet.
- Members must reside in or be willing to relocate to the location for which they applied, or to a location within a reasonable commuting distance. Relocation costs will only be reimbursed in exceptional circumstances.
- Members must be willing to travel across Canada up to three weeks per month.

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

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Candidates must apply online by **11:59 p.m. Eastern Time on April 24, 2020** via the [Governor in Council Appointments website](#). Your cover letter should be addressed to the Deputy Director of Selection Processes, Senior Personnel Secretariat, Privy Council Office, and should be sent only through the online application.

Instructions on [how to apply](#) for an appointment opportunity can be found on the Governor in Council Appointments website.