

Decision Writer

Full-Time Permanent Position

The College of Early Childhood Educators regulates the early childhood education profession in the public interest by ensuring Ontario's early childhood educators meet requirements set out in the *Early Childhood Educators Act, 2007* (the Act). The College issues Certificates of Registration, has established a code of ethics and standards of practice for the profession, and responds to complaints through a complaints and discipline process. The College has over 53,000 current members.

Our Professional Regulation department is seeking a Decision Writer reporting to the Manager, Professional Conduct, to support the College's Complaints Committee in its review and disposition of complaints and mandatory employer reports, and to ensure that the Committee's written reasons for decisions are accurate, clear and cogent, and stand up to scrutiny. The Decision Writer will also provide the Committee with information about College policies, protocols, guidelines and relevant legislation and template; and ensure the timely release of decisions to the parties and employers.

Responsibilities:

- Support primarily the College's Complaints Committee in meeting its statutory obligations;
- Attend deliberations and take detailed notes.
- Review and analyse all relevant written material relating to the cases including, among other things, results of investigations, submissions from Members and/or their Counsel, hearing transcripts and all other relevant documents.
- Draft Committee decisions in a timely manner that:
 - Use clear and accurate language that can be understood by diverse audiences;
 - Proofread and edit all documentation for grammar, spelling and accurate content
 - Work with panels to ensure Decisions accurately reflect and explain the panel's rationale for the decision;
- Ensuring the timely translation of decisions, if required;
- Assisting in issuing the decisions to the parties and employers;
- Perform other duties as assigned by the Director, Professional Regulation and/or Manager, Professional Conduct

Qualifications

- Ability to synthesize complex and volumes of information.
- University degree in law, criminology or a related discipline Undergraduate degree in law, criminology or similar field would be considered a strong asset
- Previous regulatory experience of at least 2 years would be preferred
- Previous experience and thorough understanding of the principles of administrative law and tribunals procedures.
- Fluency in French is an asset.
- Experience interpreting and applying legislation.

- Superior legal writing and editing skills, and ability to synthesize and summarize large volumes of information.
- Superb interpersonal skills including the ability to interact with Committee members and staff in an objective and professional manner.
- Ability to demonstrate sound judgement and administrative and organizational skills.
- Strong attention to detail and accuracy.
- Sensitivity in dealing with subject matter that may involve allegations related to the abuse of children.
- Proven organizational skills to manage high volumes of work in a timely manner.
- Results oriented: Ability to work effectively with others and under pressure and to demonstrate flexibility in balancing multiple projects.
- Strong analytical skills.
- Knowledge and understanding of the education sector, the Ontario College of Early Childhood Educators Act, related legislation, regulations and bylaws.

Please submit your application [online](#) by **November 9th, 2018**. We thank all applicants, however, only those considered for an interview will be contacted.

Start Date: December 2018/January 2019

The College of Early Childhood Educators is committed to providing accommodations in our hiring process for people with disabilities. If you require an accommodation, please inform us in advance and we will work with you to meet your needs.