

**Director, Investigations and Legal Representation**  
Executive Manager 1

**Office of the Child & Youth Advocate, Edmonton.** The Office of the Child and Youth Advocate (OCYA) is an Office of the Alberta Legislature. Our office provides individual advocacy for children and youth receiving services under the *Child, Youth and Family Enhancement Act* and the *Protection of Sexually Exploited Children Act*, and for young people involved with the youth justice system. The OCYA is also responsible for providing legal representation for young people in matters related to the *Child, Youth and Family Enhancement Act* and the *Protection of Sexually Exploited Children Act*. The OCYA conducts investigations into serious injuries to or deaths of children involved in the child intervention and youth justice systems, and issues public reports which make recommendations to government systems to improve services for young people. The OCYA engages stakeholders in understanding the importance of respecting young people's rights, interests and viewpoints and delivers public education. To learn more about the Office of the Child and Youth Advocate go our website at [www.ocya.alberta.ca](http://www.ocya.alberta.ca).

We are committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit: <https://www.alberta.ca/diversity-inclusion-policy.aspx>.

**Role:**

Are you passionate about upholding the rights of young people in Alberta? Are you a collaborator, are you equipped with systems thinking, and do you have a keen eye for detail? If so, there's a challenging opportunity for you to lead the OCYA's Investigation and Legal Representation Team.

Reporting to the Child and Youth Advocate, you will help to set the strategic direction of the organization. As a member of the OCYA's Strategic Leadership Team you will provide sound advice and guidance to the organization.

You will be responsible for the overall management of the OCYA's Legal Representation for Children and Youth Program. Your understanding of legal issues involved in representing children and youth will help provide quality legal services for young people so they feel their voices and wishes have been heard in legal decisions made about them.

As the Director Investigations and Legal Representation you will also be responsible for oversight, leadership, and direction of public investigations into serious injuries and deaths of children involved with the child intervention and youth justice systems. The OCYA's reviews are external to government, and our public reports make recommendations aimed at improving services for young people. Your leadership in child death reviews will influence changes to legislation, policies and practices in government systems that support these young people.

As a respected people leader, your support and guidance for your team, as they navigate through highly emotional investigations, requires exceptional communication skills and empathy to ensure the experiences of children and youth are told in a respectful manner.

Your ability to build and maintain solid relationships with senior leadership in government ministries, Delegated First Nation Agencies (DFNAs), stakeholders, the judiciary and other public bodies will be crucial to your success. In this leadership role you must be able to engage, collaborate with and value the contributions of diverse communities.

Excellent verbal and written communication skills, and the ability to quickly build credibility with stakeholders are required. Your capacity to manage high profile situations, along with your strength in policy development and fiscal accountability will support you in delivering your mandate.

This position requires a thorough understanding of relevant legislation which includes, but is not limited to the *Child and Youth Advocate Act*, *Child, Youth and Family Enhancement Act*; *Protection of Sexually Exploited Children Act*; *Youth Criminal Justice Act*; *Mental Health Act*, and the *Indian Act*.

**Competencies:**

There are many competencies which will make you a strong leader. The critical competencies for success in this role are:

- **Systems Thinking:** You will need to ensure that work done is part of a larger integrated environment which allows for keeping the broader impacts and connections top of mind when making decisions.
- **Creative Problem Solving:** You will need to be innovative and use a wide range of skills to look at options and implications in a different way to achieve positive outcomes and solutions.
- **Agility:** As a Director no day will be the same. Your schedule will shift on a moment's notice, and your leadership style must allow you to adapt quickly to changes in direction and priorities.
- **Build Collaborative Environments:** You will collaboratively engage with colleagues, decision makers, young people and diverse communities with the ultimate goal of improving services for vulnerable young people in Alberta.
- **Develop Networks:** You have the ability to build strong and trusting internal and external relationships which are integral to your success and to the mandate and work of the OCYA.

To be considered for this position, your application must include a cover letter which identifies how you currently demonstrate all of these competencies.

**Salary: \$4,801.47 - \$6,310.03 bi-weekly (\$125,318.36 - \$164,691.78 annually).**

**Closing Date: May 30, 2019. Job ID #1054899**

**Qualifications:** A University degree in social work, social sciences, law or a related discipline is required. A minimum of at least five years' experience in the human services area at the management level is required. You must demonstrate that you have had considerable experience collaborating with other public bodies, and have extensive knowledge of the current issues, trends and advances in child welfare, youth justice and legal representation services. Preference will be given to candidates who have experience conducting investigations, and have knowledge of the Family Court System. Equivalencies may be considered.

**Notes:**

As written communications skills are essential to this position, your cover letter will be considered as part of the screening process. Along with your resume, you must provide a cover letter detailing how you demonstrate all of the competencies identified above.

This is a permanent position based in Edmonton; however, travel including overnight stays is a requirement of this position. A valid class 5 driver's license is required.

The final candidate will be required to undergo security screening. This competition may be used to fill future vacancies.

**How to Apply:**

Online applications are preferred. To apply online, please visit <https://www.jobs.alberta.ca/>. Note: As only one file can be uploaded, please ensure your cover letter, resume and any other related documents are submitted in one file. Online applications will receive an automated confirmation. If you are unable to submit your application online, please submit your application, quoting the Job ID to: Liz Kennedy, Office of the Child and Youth Advocate, Suite 600, 9925 – 109 Street, Edmonton, Alberta, T5K 2J8 or by email to [liz.kennedy@ocya.alberta.ca](mailto:liz.kennedy@ocya.alberta.ca).

If you require any further information on this job posting, please contact Liz Kennedy, Manager Human Resources at (780) 780-643-9138 or [liz.kennedy@ocya.alberta.ca](mailto:liz.kennedy@ocya.alberta.ca).

We thank all applicants for their interest. Applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.

[www.jobs.alberta.ca](http://www.jobs.alberta.ca)