



Job Title: Case Manager- Annexation

Job Requisition ID: 60196

Ministry: Municipal Affairs

Location: Edmonton

Regular/Temporary: Permanent

Closing Date: August 2, 2024

Salary: \$80,290.91 - \$105,784.61 /year

Join our diverse and innovative team at the Government of Alberta as a Case Manager Annexation! We're committed to inclusivity and value diversity.

Responsibilities:

- Reporting to the Director of Hearings and Training, the Case Manager, Annexation provides case management leadership and direction to appeals and disputes related to annexation and other land use planning matters to ensure consistent application of legislation to resolve the disputes/appeals in a timely manner.
- The Case Manager is responsible for effective, well-organized case management, including scheduling and supporting public hearings (in-person and virtual), identifying and managing issues, managing threats to reduce the likelihood of conflict, and providing advice and guidance to Tribunal Members.
- This position is responsible for facilitating decision meetings with Tribunal panel members and drafting complex orders and decisions based on the decision of the panel.
- The Case Manager is responsible for activities specific to annexation, including preparing draft Orders in Council and recommendations for Cabinet consideration; appearing before committees of Cabinet and/or Cabinet in support of the Tribunal's recommendations; preparing briefing material for the Minister, Deputy Minister, or Chair; and remaining current with legislation, land use planning, and municipal trends and challenges.
- This position is responsible for developing and maintaining strategic and productive relationships with Tribunal Members, LPRT staff, appeal parties, and stakeholders to ensure roles and procedures are understood by all parties enabling a fair, equitable, and efficient appeal processes.

Qualifications

Required:

University graduation in a related field plus 6 years progressively responsible related experience; or equivalent as described below.

Equivalency: Directly related education or experience considered on the basis of:

- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education.

For more details on eligibility and how to apply, visit: <https://jobpostings.alberta.ca/job/Edmonton-Case-Manager-Annexation/582767517/>