

Regulating Ontario's electricity and natural gas sectors

The Ontario Energy Board (OEB) is the provincial regulator of Ontario's electricity and natural gas sectors.

The **Office of the Registrar** works closely with Board Members and the Applications and Public Affairs divisions to support the regulatory and adjudicative functions of the OEB. It oversees existing adjudicative processes; promotes consumer engagement in adjudicative matters and evaluates and improves regulatory processes and instruments to ensure their effectiveness. It is also responsible for the front-end procedural decisions for applications and manages the intake, publication and issuance of all regulatory and adjudicative documents.

The Office of the Registrar is currently seeking two individuals to help the OEB to achieve its vision of supporting and guiding the continuing evolution of the Ontario Energy sector by promoting outcomes and innovation that deliver value for all Ontario energy consumers.

Hearings Advisor Job Code U00052 Job Id #570

2 Permanent Full-time Positions

Under the direction of the Registrar and working as a key member of cross-functional case teams, the Hearings Advisor takes the lead in organizing and managing the procedural aspects of the review of specific applications filed with the OEB to ensure tribunal processes are followed in a consistent manner and are being continuously improved. The Hearings Advisor oversees the procedural aspects of several OEB applications simultaneously, works with all members of the case team to gain a thorough understanding of the scope of the case, develops a case schedule, and manages all adjudicative steps within the case schedule. The Hearings Advisor liaises with Board Members, staff subject matter experts, applicants and external participants to stay apprised of case developments, to create and, where necessary, update the case schedule, develop and update a hearing schedule and create and ensure the timely issuance of case-related documents.

Position Overview:

- Oversees procedural aspects of applications filed with the OEB as assigned
- Prepares case schedules and procedural documents (notices, procedural orders, hearing plans, exhibit lists, correspondence, etc.) and continuously evaluates their effectiveness
- Maintains contact with Board members, cross-functional case teams, and intervenors to monitor and assess the progress of the case
- Facilitates meetings with Board members and drives creation of schedule for decision writing
- Holds parties accountable to ensure hearing decisions are recorded and metrics are achieved
- Ensures data in Applications Management System is accurate and up-to-date
- Provides expert advice to Public Affairs staff and all stakeholders, including the public regarding case steps and progress
- Provides expert advice and guidance regarding applicability and appropriate use of procedural aspects of Practice Directions, Filing Requirements, Regulations and other relevant instruments
- Creates the schedule of case steps, including consumer engagement steps and steps related to confidentiality requests and interlocutory motions

- Co-ordinates Board Member scheduling related to the application process, including hearing dates, meetings and schedules for deliberations and decision writing
- Books hearing rooms, court reporters, external venues and manages all logistics in relation to hearing process
- Implements changes to templates and documents as approved by the Registrar
- Develops templates for Hearings Process Team
- Co-ordinates required approvals of case documents for issuance by case administrators
- Maintains an up-to-date summary of the status of each case and provides periodic reports to Board Members, members of the case team and the Associate Registrar, as necessary
- Provides periodic updates to the Board Members and case team for any individual case to allow the team to assess progress against metrics
- Makes recommendations regarding process improvements
- Takes lead in process reviews or standalone projects related to hearing process management

Qualifications:

- Undergraduate degree in Political Science, Business, Business Administration, Public Administration, Law or equivalent
- 5 to 7 years demonstrated project management and case management experience
- 5 years' experience working in multi-disciplinary teams in a regulated industry in one of the following: a regulatory, administrative or adjudicative tribunal
- Microsoft Office 2016. Experience with MS Project, Visio and workflow software preferred
- Project management (e.g. PMP) designation and/or process management certification (e.g. Lean, Six Sigma, CBPP preferred)

Core Competencies:

- Demonstrated accountability to produce high-quality work, in a timely manner
- Proven adaptability to work effectively in a variety of situations and with various individuals or groups
- Excellent customer service skills (internal and external customers)
- Ability to collaborate with others in a team environment
- Well-developed interpersonal skills and ability to communicate with diplomacy and tact
- A commitment to professional development and continuous learning
- Shows initiative by being proactive and committed to achieving goals
- Strong planning and coordination skills
- Good problem solving and analytical skills

Preference will be given to candidates who meet the minimum requirements above.

To Apply:

If you would like to explore this exciting opportunity, please e-mail your resume, in confidence, by **Friday, May 4, 2018** to careers@oeb.ca. When applying, please quote **Job ID #570 and the Position Title** you are applying for in the subject line of your e-mail.

Please note: Qualified candidates who are not successful, may be considered to fill vacancies for jobs with similar requirements and selection criteria over the next six months.

As Ontario's independent energy regulator, the Ontario Energy Board is proud to be an Equal Opportunity Employer and offers a competitive compensation and benefit package.

We are committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disability Act (AODA). Should you require

accommodation at any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

We appreciate the interest of all candidates. We regret that only those candidates under consideration will be contacted.