

EMPOWERING ONTARIO'S ENERGY FUTURE

We are the Ontario Energy Board - Ontario's independent energy regulator. We work to ensure a sustainable, reliable energy sector that helps consumers get value from their natural gas and electricity services – for today and tomorrow.

We are currently seeking an energetic and collaborative individual to join our team as a Hearings Advisor in the Office of the Registrar. Under the Manager, Adjudicative Process, 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 Office of the Registrar works closely with Board Members, applicants and the Applications division to support the regulatory and adjudicative functions of the OEB.

Title	Hearings Advisor
Job ID	#627
Position	1 Permanent Full-time Position
Closing date	April 21, 2020

This is an exciting opportunity for an individual with knowledge of how utilities are regulated and an interest in assisting the OEB to achieve its vision of protecting the long-term integrity of the Province's energy system so that Ontarians – today and in the future – have access to reliable energy at a reasonable cost.

POSITION OVERVIEW

- Advises on 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.)
- Maintains contact with Board members, cross-functional case teams, and intervenors to monitor and assess the progress of the case
- Provides expert advice and guidance regarding applicability and appropriate use of procedural aspects of Practice Directions, Filing Requirements, Regulations and other relevant instruments
- Implements changes to templates and documents as approved by the Registrar
- Prepares case-related documents such as notices and procedural orders
- Develops and updates hearing day schedules
- Develops templates for use by case teams

QUALIFICATIONS, EXPERIENCE AND SKILLS

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

OUR CULTURE

If you enjoy working with a group of staff dedicated to working cooperatively with stakeholders to help build and sustain public confidence in Ontario's natural gas and electricity sectors, you'll enjoy being a member of our team. We offer an environment that provides intellectually challenging work, inspires innovation, creativity and rewards collaboration.

COME WORK WITH US

WE OFFER

- Competitive salary and benefits
- Comprehensive Health and Dental Plans
- Income Protection Plan
- Progressive Leave Program
- Employee Assistant Program

TO APPLY

*If you would like to explore this exciting opportunity, please e-mail your resume, in confidence, by the closing date to careers@oeb.ca. When applying, please quote **Job ID and the Position Title** in the subject line of your e-mail.*

As Ontario's independent energy regulator, the OEB is proud to be an Equal Opportunity Employer and 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 Disabilities Act (AODA). Should you require any assistance please let us know.

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