

Ontario Energy Board

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 **Legal Services & Strategic Policy** division of the OEB is responsible for all aspects of the Board's approach to regulatory strategy and risk management. It includes legal services, strategic policy development, policy evaluation and business planning.

We are currently seeking an individual to join our team and assist the OEB in achieving its vision of protecting the long term integrity of the province's energy system so that Ontarians today and tomorrow have access to reliable energy at a reasonable cost.

Case Administrator

8-Month Contract Position

Job Code CA001

Under the direction of the Applications Administration Manager, the Case Administrator will be responsible for providing case administration and document management support services for regulatory documents submitted and issued by the Applications Administration team. This role ensures documents are properly formatted and electronically managed. This position is a key member of cross-functional case teams.

Position Overview:

- Ensures regulatory documents, including notices, orders, decisions, reports, and licenses, are appropriately formatted and tagged following appropriate document management procedures
- Ensures documents are processed utilizing the OEB's document management systems, tagging with meta data, ensuring naming conventions are followed and entering information into the repository
- Coordinates the case administrative process, including organizing the case record for the Board Members and case team
- Distributes documents filed with the OEB relating to proceedings and initiatives following appropriate document management procedures
- Processes assigned regulatory documents filed with the OEB, including notices, orders, decisions and reports, ensuring formatting of materials, tagging of documents for later retrieval and distribution to key people
- Assists the panel members, delegated authorities and technical staff in preparing for hearings by ensuring that each Panel Member and members of the team have a complete and organized record of case documents such as

application, notices, pre-filed evidence, and all filings

- Provides information to external stakeholders and internal staff, such as IT when new software updates are being developed for the group, on filing processes and procedures
- Provides procedural advice to Case Managers
- Provides general case administration and support services
- Provides arrangements for hearing rooms and court reporters

Qualifications:

- 1 to 4 years' experience in an administrative role
- Post-secondary education (degree/diploma) or equivalent work experience
- Knowledge of hearing processes, rules and procedures
- Analytical skills to review case related correspondences
- Problem solving skills to resolve administrative issues
- Experience in formatting complex documents such as: OEB decisions and reports
- Strong multi-tasking skills
- Experience in providing administrative support services to a Board or Tribunal

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
- A commitment to professional development and continuous learning
- Effective communication and interpersonal skills
- Shows initiative by being proactive and achieving goals
- Strong planning and coordination skills in order to execute activities
- 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 opportunity, please e-mail your resume, in confidence, by **Friday, February 10, 2017** to **careers@ontarioenergyboard.ca**. When applying, please quote **Job ID #519 and the Position Title** of the position 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 the same job code over the next six months.

The OEB is an equal opportunity employer. Accommodation is available under the Ontario Human Rights Code. Should you require accommodation, please advise the Human Resources department of your preferred method to be contacted in your application.

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