

Chair Position Description

Ontario Review Board

PURPOSE

The Ontario Review Board is an independent adjudicative tribunal created by the *Criminal Code of Canada* that makes dispositions and decisions for persons found not criminally responsible, or unfit to stand trial, on account of mental disorder, in accordance with Part XX.1 of the *Criminal Code*. For those individuals subject to the Board's jurisdiction, an assessment of risk must be conducted and balanced with the maximum liberty that can be accorded in the making of each Disposition. The Board holds hearings at designated psychiatric hospitals and in courthouses throughout Ontario.

The Chair maintains oversight of all hearings held by the ORB and ensures that hearings proceed in a fair and efficient manner. He/she will liaise with staff at the ORB for the purposes of scheduling and other administrative matters related to hearings.

The Chair of the ORB is responsible for all aspects of the Board's operations. These include maintaining an efficient and expert membership, the scheduling of hearings, ensuring that the Board's decisions are fair, effective and efficient, as well as maintaining executive responsibility for the Board's business affairs and human resources. The Chair may also sit as a board member and conduct pre-hearing conferences.

The Chair will support initiatives to promote adjudicative excellence, and promote the efficiency and effectiveness of the ORB. The Chair will take a leadership role in recommending and implementing changes to the ORB processes, as appropriate, to enhance the effectiveness, efficiency and timeliness of its processes, training and support for members, and bears general responsibility for the direction of the ORB.

KEY DUTIES

Leadership and Agency Governance

- Holds executive responsibility for carrying out duties for all of the Board's operations.
- Provides advice to develop and implement processes and practices that support the agency's operations to enhance effectiveness and efficiency.
- Assists and encourages new members and provides oversight and advice to ensure quality and clarity in decision-making.
- Maintains current knowledge in the tribunal's field of expertise and participates in professional development opportunities.
- Acts with integrity and honesty. Actions are guided by the best interests of the tribunal and the public.

QUALIFICATIONS

You have a legal background. An understanding of the mental health system is an asset.

You are currently in a judicial office, qualified to be appointed to a judicial office or are retired from a judicial office, as specified in ss.672.4 of the *Criminal Code*.

Additional attributes would include:

- An extensive knowledge of and experience in, Ontario's legal system and the *Criminal Code*, including an in depth understanding of the concepts of justice, fairness and natural justice.
- Leadership experience in developing people and organizations: an ability to lead an administrative tribunal dealing with complex intersecting issues of law and mental health.
- Highly developed decision-making, negotiation, dispute resolution, and consensus building skills.
- In-depth understanding of the independent, professional, institutional, policy and community context in which the tribunal operates.
- Knowledge of the Board's rules of procedure.
- Effective communication and interpersonal skills to positively influence and communicate with members, staff and stakeholders.
- Commitment to respect diversity and the fair and transparent processes that meet the professional standards of the agency's Code of Conduct.
- Understanding of government practices and a commitment to observe and balance the tribunal's independence with governance practices.
- Commitment to balancing the protection of the public interest with the liberty of the individual, within the mandate of the tribunal.
- Knowledge of strategic government direction and the appropriate board role in conjunction with this direction.
- Knowledge of legislation, policies and directives that apply to Ontario public appointees and the responsibilities of board members in conjunction with the same.
- Computer literacy.