

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

|                                             |                                                    |                                                            |                                  |
|---------------------------------------------|----------------------------------------------------|------------------------------------------------------------|----------------------------------|
| Working Title<br>Dispute Resolution Officer |                                                    | Name                                                       |                                  |
| Position Number<br>[REDACTED]               | Reports to Position No., Class & Level<br>Director | Division, Branch/Unit<br>Metis Settlements Appeal Tribunal | Ministry<br>Indigenous Relations |
| Present Class<br>Program Services IV        |                                                    | Requested Class<br>Program Services IV                     |                                  |
| Dent ID<br>[REDACTED]                       | Program Code<br>[REDACTED]                         | Project Code (if applicable)                               |                                  |

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Dispute Resolution Officer facilitates the resolution of disputes about, land, membership, and oil and gas development on eight Metis Settlements in order to carry out the Tribunal’s legislated mandate as a quasi-judicial branch of Alberta’s Metis Settlements self-government system.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- Facilitates resolution of disputes about land, membership, oil and gas development and other matters on eight Metis Settlements in Northern Alberta. This is done in accordance with Metis Settlements legislation, Metis culture, and principles of administrative justice in order to further the Metis Settlements Appeal Tribunal’s (MSAT’s) mission to resolve disputes through adjudication and education, and to promote self-governance, certainty, respect, and responsibility with the Metis Settlements.

**Activities:**

- Review, investigate and evaluate applications and appeals filed with the Tribunal which includes meetings on the Settlements with oil and gas companies, Metis Settlements Land Registry (MSLR) and the people involved, visiting the land in dispute, research and analyze applicable legislation, and make recommendations to the Panel about merit and jurisdiction and whether to proceed to mediation, other Alternative Dispute Resolution (ADR) processes, or hearing.
- Collects relevant evidence and other legal documents to develop a hearing file for the Tribunal Panel and other parties. Set up mediation and hearings; acts as a hearing clerk, make a record of the hearings.
- Administer Land Access Panel (LAP) and Existing Leases Land Access Panel (ELLAP) applications respecting surface access and compensation for the purpose of developing mineral interests on the eight Metis Settlements. Research and analyze change of operators, occupants, parcel affected, compensation, consent, respecting surface access rights on Métis Settlements lands in accordance with the Métis Settlements legislation.
- Provide functional direction and feedback to the Systems & Research Officer on tasks assigned to assist with the appeal file.
- Under the direction of the Tribunal Secretary/Director, liaise with outside legal counsel regarding matters before the Tribunal, or MSAT matters before the Courts.

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2. Provide information about the Metis Settlements legislation and Tribunal hearing processes (including ADR and mediation) to members of the eight Metis Settlements, Settlement institutions, legal counsel, oil companies and members of the general public so that the Metis Settlement legislation and MSAT's role and purpose is better understood and appropriate issues can be brought to the Tribunal clearly and without fear.

**Activities:**

- Respond to general inquiries from Metis Settlement members, Settlement institutions, lawyers, oil companies and members of the general public.
- Work with staff and Tribunal Board members to develop and design informational materials including brochures, presentations and educational materials to be used in facilitating training sessions, workshops and presentations for the Metis Settlement members and a wide variety of other stakeholders.
- Investigate, clarify issues, and identify relevant documents that assist parties to understand each other's underlying interests, and thereby provide a working platform for effective and timely dispute resolution remedies, including mediation.

3. Influence and develop procedural guidelines and MSAT rules within applicable legislation, Metis Settlements General Council policies, Settlement bylaws and the principles of administrative law.

**Activities:**

- Review and evaluate impact of legislative, policy changes and case law.
- Provide policy input from processing perspective to the panels, Land Administration Group and Métis Settlements Land Registry.

4. Coordinate hearings before the panels and carry out and process all directives from the Panels ensuring timely and accurate information is provided to the respective parties.

- Set up and attend hearings; prepare hearing packages for distribution to Panel members and all parties; make a record of hearings and panel decisions and help draft Tribunal Orders when requested.
- Distribute MSAT Orders to Metis Settlements General Council, all Settlement Council, Metis Settlements Land Registry and other interested parties; prepare and write briefing notes to governing bodies.
- Update surface rights and compensation orders on Metis Settlement lands in accordance with Métis Settlements Legislation in order to fulfill legislated LAP and ELLAP mandates.
- Provide instruction and guidance to MSAT's Systems & Research Officer on appeal matters where additional background analysis is required, followed by evaluation and application of said analysis.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Respond to inquiries from Metis Settlement Council members, Settlement staff, its members, oil and gas company representatives and their agents respecting the Metis Settlements Act, General Council Policies. Land Registry Regulations technical criteria relating to surface rights, land and membership issues.

Investigate disputes and issues regarding;

- Land ownership, grants and transfers,
- Membership, residency and leave of absence
- Estate, spousal property, housing as it relates to land improvements, timber rights and contracts arising,
- Applications regarding surface rights access and compensation on Metis Settlement Lands.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Research and provide information respecting appropriate application of principles of administrative laws and alternative dispute resolution processes, understanding the impact of Metis cultural practices.

Meet and analyze concerns, problem solve, clarify mutual interests with Settlement Councillors, their staff and Land Registry staff.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- Comprehensive knowledge of the Metis Settlements Act, Metis Settlements General Council Policies, Metis Settlements Land Registry Regulations, Dower Act, Settlement bylaws and all related legislation.
- Some knowledge of the Environment Protection and Enhancement Act, Surface Rights Act, Surveys Act and other provincial legislation as necessary.
- Knowledge of the basic principles of Administrative Law and Practices.
- Knowledge of Alternative Dispute Resolution processes.
- Ability to integrate knowledge of Administrative Law, Settlement legislation, alternative dispute resolution processes and Metis culture, in problem solving file issues.
- Knowledge and experience in policy and procedure development.
- This position requires competent communication, investigation, presentation, writing (plain language to Tribunal diverse clients) and organizational skills.
- Ability to work independently, to lead projects, and be a good team player in a cross cultural environment.
- Computer skills including word processing, spread sheet and desk top publishing software, various databases, electronic communications (e-mail) internet (research).
- Working understanding of the Western Canadian Grid system, understanding of road, survey and topographical maps.
- Conflict Management program completion would be an asset.
- Valid Class 5 Alberta Operators licence, ability to use a camera.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

1. Client oil and gas companies – acknowledge and/or clarify applications for right of entry order amendments submitted to MSAT; to inform them of requirements in processing their applications ( e.g., provide them with necessary forms to fill-out); to give updates on the status of their applications.
2. Metis Settlements General Council and Office Staff and Solicitors/Lawyers acting on behalf of the Settlement Office-to give updates on the appeal files and/or applications pertaining to the development of REO amendments, if requested.
3. Metis Settlements Land Registry- to inquire or seek clarification on the status of an interest and/or membership status.
4. Settlement member and public, to answer general inquiries on MSAT appeal processes and the processing of surface rights order amendments.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

Under “Responsibilities and Activities” section:

- In #1, added “Review, investigate and evaluate applications and appeals...” in the first bullet.
- Added bullets 3 “Administer Land Access...” and 4 “Provide functional...” to provide further clarity on these duties.
- In #2, added to the second bullet “...to develop and design informational materials including brochures, presentations and educational materials to be used in facilitating training sessions, workshops and presentations for the Metis Settlement members and a wide variety of other stakeholders.”

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

### Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

**Incumbent**

\_\_\_\_\_

Name



**Manager**

\_\_\_\_\_

Name



**Division Director/ADM**

\_\_\_\_\_

Name

Signature

Date