



Royal College of  
Dental Surgeons of Ontario

*Ensuring Continued Trust*



# Administrator, Hearings

## Join us!

The Royal College of Dental Surgeons of Ontario (RCDSO) is a leader in health care regulation. As the governing body for nearly 10,000 dentists in Ontario, our mission is to act in the public interest by putting patients first. We are committed to transparency, accessibility, openness and fairness in all our work.

*Bring your excellent coordination and administrative skills to our team as an Administrator, Hearings in the College's Professional Conduct and Regulatory Affairs (PCRA) department.*

The PCRA department responds to inquiries from the public about dental concerns, investigates the conduct of dentists, provides support to the College's Inquiries, Complaints and Reports (ICR) Committee and Discipline Committee in their decision-making roles, and enforces committee decisions.

The administrator is responsible for the coordination and administration of all hearings and pre-hearing conferences for the College's Discipline and Fitness to Practise Committees, including the preparation of all documents, scheduling hearing dates and participants, and performing the duties of the hearings clerk in all hearings. In addition, the administrator maintains all Discipline and Fitness to Practise case files, documents, decisions, tracking systems, statistics and exhibits and provides administrative support to the Director, PCRA and Senior Counsel, PCRA.

## What can I expect to do in this role?

You will:

- Coordinate the scheduling of all hearings and pre-hearing conferences, including: contacting by phone and in writing the committee chair, panel members and independent legal counsel; preparing and arranging for service of notices to members and service of summonses to witnesses; arranging for court reporter services; confirming appropriate staff attendance; arranging for rooms, food and refreshments; ordering hearing transcripts when required; communicating with parties and relevant stakeholders respecting all adjournments, motions and hearing dates; attending all hearings
- Maintain an effective bring-forward system to ensure that hearings proceed expeditiously
- Attend all hearings as the Hearings Clerk, performing such duties as: ensuring physical environment of the hearing room, deliberation room and waiting area; swearing in the court reporter and witnesses; marking and maintaining all exhibits; providing support to the panel during the course of the hearing; advising Director of status of all proceedings
- Respond to inquiries from the public regarding pending hearings, hearing results and public hearing documents and information
- Provide administrative support to the Director, PCRA and to Senior Counsel, PCRA, performing such duties as: preparing standard correspondence and legal documents, scheduling and set-up for meetings, managing calendars, photocopying, filing
- Prepare and/or assist in the preparation of all hearing and pre-hearing conference documents
- Communicate and collaborate with prosecutors, investigators, dentists and administrative staff throughout the hearing process
- Support the Director, PCRA in the preparation of reports to Council and annual reports of the Discipline Committee and Fitness to Practise Committee
- Support the Project Manager, PCRA, with special projects as required
- Provide back-up support to the Committees and Enforcement team by:
  - Responding to HPARB requests and provide documentation and information.
  - Coordinating HPARB pre-reviews and reviews with College staff and external legal counsel.
  - Maintaining HPARB electronic files from initial request to issued decisions.
- Maintain hearing and pre-hearing conference schedule
- Maintain and update case management system with all relevant dates and dispositions
- Maintain databases, statistical information, tracking systems and reports
- Maintain physical and electronic hearing files, including original records, correspondence and evidence

- Maintain Discipline Committee and Fitness to Practise Committee orders, decisions and reasons, and oversee the closure of all hearing files
- Maintain and update hearing information on the public register and College's website
- Maintain legal reference and project files for the Director, PCRA and Senior Counsel, PCRA

## What skills and background do I need?

The Administrator, Hearings requires:

- Completion of a two- to three-year community college program and at least five years of position related experience; law clerk or paralegal diploma preferred
- Appointment under the Commissioner for Taking Affidavits Act, or ability to obtain
- Excellent knowledge of Adobe Acrobat and Microsoft Office including Word, Excel, Outlook and PowerPoint
- Excellent written and oral communication skills with a keen eye for detail and accuracy
- Ability to organize and prioritize assignments in a fast-paced environment
- Flexibility to pitch-in and work closely within a team environment
- Excellent interpersonal skills and ability to communicate effectively with internal and external stakeholders at various levels, including lawyers, dentists, investigators, members of the public, administrative professionals
- Ability to handle highly sensitive and confidential information
- Ability to exercise good judgment
- Demonstrated professionalism and dependability in the workplace
- Experience in a legal office, court or regulatory environment an asset
- Experience with database programs and case tracking software an asset

## How do I apply?

Submit a cover letter, telling us why you are interested in this position and how your skills meet our needs. Your letter and a resume must be emailed to [careers@rcdso.org](mailto:careers@rcdso.org).

*Thank you for your interest; only applicants selected for an interview will be contacted.*

*The Royal College of Dental Surgeons is an inclusive employer.*

*Accommodation is available upon request under the Ontario Human Rights Code.*

[www.rcdso.org](http://www.rcdso.org)