

THE PRINCE EDWARD ISLAND HUMAN RIGHTS COMMISSION

Human Rights Commissioner - Position Profile

March 2004

Revised April 2010

Revised January 25, 2017

Revised November 1, 2019

The Preamble of the *Human Rights Act* states: "*It is recognized in Prince Edward Island as a fundamental principle that all persons are equal in dignity and human rights without regard to age, color, creed, disability, ethnic or national origin, family status, gender expression, gender identity, marital status, political belief, race, religion, sex, sexual orientation or source of income.*"

Under section 18 of the *Human Rights Act*, the Prince Edward Island Human Rights Commission is responsible to administer and enforce the *Act*, develop a program of public information and education to advance human rights principles, and investigate and adjudicate human rights complaints.

Commissioners provide oversight to the Commission and act as final adjudicators.

Commissioners may be required to review decisions of the Executive Director and decide whether the complaint should have been dismissed, discontinued, or sent to a Panel Hearing. If a Panel is held, one or three Commissioners shall be appointed to conduct the Hearing.

Human Rights Commissioner Duties:

1. Oversee the operations of the Commission;
2. With the Chairperson of the Commission, Commissioners provide guidance to the Executive Director and assist staff in the absence of the Executive Director;
3. Attend regularly scheduled Commission meetings (held during regular working hours, once every 4-6 weeks), attend training and, when assigned, attend meetings of the Canadian Association of Statutory Human Rights Agencies (CASHRA);
4. When assigned by the Chairperson, adjudicate human rights complaints at Panels, and conduct reviews of Executive Director Decisions;
5. Attend public functions as a representative of the Commission;
6. Adhere to the conflict of interest and impartiality guidelines set out in the Commission's Code of Conduct;

7. Act as an advocate for the interests of the Commission; and
8. Conduct education presentations on human rights, as required.

Human Rights Commissioner Qualifications:

1. Familiarity with the principles set out in the Preamble of the *Human Rights Act*;
2. Familiarity with principles of administrative law and legal procedures, through any combination of education, training, or experience;
3. Familiarity with employment and human resource management, to be used in relation to adjudicating allegations of discrimination in employment related cases;
4. Proficiency in English, both oral and written is essential. Proficiency in French is an asset.
5. The ability to use Microsoft Office (Word, Excel), email and internet;
6. The ability to write detailed human rights decisions in English;
7. Knowledge of financial management;
8. The ability to read lengthy documents or series of documents and to organize them coherently;
9. The ability to make the time commitment necessary to attend Commission meetings, and to sit as Panel members over numerous days;
10. The ability to listen to legal arguments and to make decisions on fact and law impartially; and
11. The ability to sit for long periods of time during human rights hearings.