

Question What are the duties of a Vice Chair?

Answer The Vice Chair is responsible for the overall conduct and control of a high volume of complex and contentious appeals, including the identification and clarification of issues, providing procedural directions, research and evidence gathering, and the conduct of oral hearings.

For each appeal, the Vice Chair provides a clear, sound, and timely written decision. The Vice Chair manages a large and diverse caseload of appeals to meet multiple priorities and WCAT's statutory time frames for decision making.

Question What are the minimum education and experience qualifications required of a Vice Chair?

Answer Vice Chairs must have a related degree and experience, preferably in law or a science-based field, or an equivalent combination of progressive and related experience and training. An applicant is not required to be a member of a law society or hold a law degree.

Vice Chairs must have a minimum of two years' recent and related experience in administrative law or workers' compensation with a significant portion of the work involving one or a combination of investigation/case management of public administration issues, adjudication in a court, tribunal, or board setting, or representation of clients in a court, tribunal, or board setting.

Question What does a day in the life of a Vice Chair look like?

Answer On any given day a Vice Chair may be involved in any or all of the following:

- reviewing documents and submissions
- reviewing law and policy and prior decisions on an issue
- conducting further investigations
- drafting decisions
- drafting other documents
- conducting a pre-hearing conference or an oral hearing, virtually or in person
- consulting or liaising with other WCAT staff
- attending formal training sessions
- participating in lunch and learn sessions
- attending vice chair team and operational meetings

Question What is the workload generally like for a Vice Chair?

Answer In general, a Vice Chair caseload is made up of approximately 35 appeals. However, the size of an individual Vice Chair's caseload can be on average smaller or larger. This depends on operational requirements, complexity of

matters assigned, and other factors. A Vice Chair is expected to manage their own caseload, be mindful of timelines (particularly the 180-day statutory timeframe for most WCAT decisions), juggle multiple priorities, prepare for and conduct oral hearings, switch tasks when required, and handle different aspects of the decision-making process on multiple files in a limited period.

Question Are oral hearings held in person? How many hearings is a Vice Chair responsible for per month?

Answer Oral hearings are conducted by video using MS Teams, in person, or a hybrid of video and in person. Vice chairs may be assigned to hear up to seven appeals over a six-week period.

Question What are the qualities and attributes that Vice Chairs bring to the position?

Answer In our experience, Vice Chairs who enjoy working here are decisive, detail oriented, collegial, efficient, value excellence, and are sensitive to the experience of others. They have strong written and verbal communication skills.

Question How do I apply to be a Vice Chair?

Answer First review the [Job Description](#) and the Vice Chair Information Sheet thoroughly before completing the [Vice Chair Application Form](#). The job description will help you gain a clear understanding of the Vice Chair's responsibilities and accurately tailor your application to the position. The information sheet will provide you with a detailed overview of the approximately 5-month recruitment process.

Apply directly to [WCAT](#) by emailing your Vice Chair application form and current resume to WCATRecruit@wcat.bc.ca. Applications sent to the Crown Agencies and Board Resourcing Office (CABRO), or the Public Service Agency's Job Opportunities site will not be accepted.

In your application, provide clear and specific information such as dates, location and duration of education, training, and work experience. Check your application responses for completeness and ensure your responses address all questions.

During the initial screening stage, the panel will focus on your application responses only and will not review your resume. Resumes will be reviewed for candidates who reach the panel interview stage. The panel acknowledges that information on the application form might seem repetitive if it is also noted in your resume; however, as noted above, the panel can only shortlist candidates based on the information provided on the application form.

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- Question** Am I able to request a reasonable accommodation to participate fully in all aspects of the recruitment process?
- Answer** WCAT is an accessible employer. We have provided and we continue to provide reasonable accommodations throughout the recruitment process to applicants who request an accommodation. Please email the contact listed on the posting if you require an accommodation to fully participate in the recruitment process. Applicants are not required to provide us with supporting documentation.
- Question** Will this competition have a list of pre-qualified candidates to be used for future Vice Chair vacancies?
- Answer** WCAT will be recruiting more Vice Chairs in 2026 and therefore will not be creating a list of qualified candidates from this recruitment competition.
- Question** What should I expect after applying?
- Answer** Upon submitting your application to WCATRecruit@wcat.bc.ca, we will acknowledge receipt of your application via email. Once the posting has closed, the WCAT hiring panel will screen all applications and shortlist candidates who meet the qualifications and competencies listed.
- Question** How will my application be screened?
- Answer** As soon as an application is received, all personal information is redacted from it. The panel screens all applications without personal information to eliminate any unconscious bias. The panel reviews only the application form at this stage and does not look at resumes. Resumes are reviewed later, at the panel interview stage in the competition.
- Only the education and experience requirements from the Vice Chair job description are used for screening and shortlisting.
- Question** What happens after the screening of the applications?
- Answer** Shortlisted candidates will be invited to the assessment process of the recruitment competition. The first stage in the assessment process is a written case study. For those candidates who pass this stage, they will move on to a panel interview and introduction to a mock oral hearing. Candidates who pass this stage will have an interview with the Chair and Vice Chair, Quality Assurance and Professional Learning and Development (VCQAPLD). The final stage is past work performance references.
- Question** Who is the WCAT panel on this Vice Chair competition?
- Answer** The panel is comprised of three experienced vice chairs with leadership roles. The names and biographies of the panel will be provided to candidates prior to the panel interview stage.

This panel will be involved in the screening and assessment processes. They will screen the applications, mark the written case studies, sit as the panel in the interviews, complete the past work performance checks, provide feedback to candidates not moving forward in the recruitment process, and recommend candidates moving forward to the interviews with the Chair and VCQAPLD.

Once candidates get to this final interview stage, the panel hands over their involvement to the Chair, who is the appointing authority, and the VCQAPLD, who is responsible for leading the training for new vice chairs.

Question How long is the Vice Chair recruitment timeline?

Answer The Vice Chair recruitment process takes approximately five to six months to complete from the time the position is posted to the start date of the successful candidates. Below is an approximate, high-level summary of the stages of the recruitment timeline:

- Panel reviews applications – February 20 to 27
- Candidates write written case study – March 6 to 12
- Panel interviews – March 31 to April 9
- Interviews with the Chair and VCQAPLD – April 28 to May 8
- Past work performance checks – May 14 to 21
- Final recommendations and Chair’s consultation with the Minister of Labour – May 22 to June 13
- Offers and regrets – June 16 to 20
- Target start date of new Vice Chairs – September 8

The Employee Services (ES) department will be your contact throughout the recruitment process. They will communicate with you at each stage and will let you know when you can expect to hear from them next.

We recognize that this recruitment process can be a challenging experience due to the length of time and the number of stages in this process. We encourage candidates to prioritize self-care and to reach out to ES at any time with any questions, concerns or further updates on the status of the competition.

Question What is the written case study and how is it marked?

Answer You will be emailed a written case study that includes a fact pattern from which you must complete a written decision within a certain time. You will be given a decision template with the facts provided and you will be asked to write the introduction, the issue(s), and the reasons (analysis) for your decision. You will be given an allotted time to complete your decision and email it back to us. To assist you in preparing, the law and policy you will need to write your decision will be provided to you in advance.

The panel marks the written case study with your identifiers removed so that they do not know who wrote the decision. The decision is marked for characteristics such as issue identification, accurate application of the law,

clear and sufficient reasons, responding to the submissions of the parties, plain language, good organization, and logical flow.

Question What happens at the interview?

Answer If you are invited for an interview with the panel, you will have successfully passed two separate screening processes (shortlisting and the written case study). The interview (generally conducted in-person if you reside in the lower mainland) is divided into two key parts: the interview questions; and the introduction to a mock oral hearing.

During the interview question period, you will be asked a series of questions which are asked of every candidate. The style of questioning will be knowledge, situational and behavioural and will be based on the technical, behavioural, and Indigenous relations competencies from the job description. Some of the interview questions will be provided to you in advance of the interview so that you may prepare and make notes that you may bring with you to the interview. You will be given an opportunity to ask questions of the panel as well.

During the introduction to the mock oral hearing, you will be the chair of the hearing. You will introduce the hearing and the panel will ask you questions that you will need to respond to. You will be provided with the written case study facts and the law and policy in advance to prepare your introduction to the oral hearing.

After the interview, the panel will evaluate the answers to determine the top candidates moving forward to the interview with the Chair and VCQAPLD.

Question What can I expect at the Chair and VCQAPLD Interview?

Answer If you are invited for an interview with the Chair and VCQAPLD, you will have successfully passed the panel interview. The focus of the Chair and VCQAPLD interview will be on assessing your suitability for appointment considering WCAT's expectations of Vice Chairs and providing you with an opportunity to ask further questions about the role and the tribunal's expectations.

The interview format will be similar to the panel interview and is conducted in-person for candidates who reside in the lower mainland. You will be asked a new set of interview questions which are asked of very candidate at this stage. The style of questioning will be situational and behavioural based and will be based on the technical, behavioural, and Indigenous relations competencies from the job description. Some of the interview questions will be provided to you in advance of the interview so that you may prepare and make notes that you may bring with you to the interview. You will be given an opportunity to ask questions of the panel as well.

After the interview, the Chair and the VCQAPLD will evaluate the answers to determine the top candidates to be considered for appointment.

Question When are past work performance checks completed?

Answer Past work performance checks are completed on the top candidates following the Chair and VCQAPLD interviews. Once you get to the Chair and VCQAPLD interview stage, we recommend getting your reference information prepared to submit without delay to ES if they call you. We will require references from one current manager and two past managers.

Question If I am not the successful candidate, when will I be notified?

Answer At every stage in the competition, ES will provide candidates with a clear time period on when they will expect to hear from us by phone if they are being scheduled for the next stage in the competition and by letter if they are not successful.

Unsuccessful candidates who reach the Chair and VCQAPLD interview stage will be notified by telephone once the offer for the successful candidate has been finalized. This verbal notification will also be followed up with a letter by email.

All regret letters at the case study and panel interview stage will offer the opportunity for the candidate to request feedback on their assessment(s). Feedback will be scheduled with one of the panel members and will be held by phone for feedback on the written case study and by an MS Teams video call for feedback on the panel interview. This is your opportunity to understand what you did well, where you can develop your skills and it also helps you understand how panel decisions were made in the process. You will be given time to ask questions of the panel member as well.

Feedback is not provided to applicants who were not shortlisted at the application screening stage.

Question What happens if I am a top successful candidate?

Answer Top candidates will be asked to complete a [Candidate Profile and Declaration form](#) for the Chair and VCQAPLD to review. This form includes information on the candidate's background, potential conflicts of interest, personal integrity and public accountability, references, and a declaration acknowledging general responsibilities to the tribunal.

Next the Chair, in consultation with the Minister, considers the list of potential nominees and background information and selects nominees for appointment based on the assessment process, and the Tribunal's operational considerations.

This process can take approximately four to six weeks from the time candidates are asked to complete the above form to when they receive their verbal offer from the Chair.

Question What happens if I am offered a Vice Chair position?

Answer Once the Ministerial consultation process is complete and appointments are confirmed, the Chair will make verbal offers to the top candidates. Candidates have three business days to accept the verbal offer and, once the offers are accepted, offer letters are sent out and a potential start date is discussed. The start date for the new Vice Chairs is approximately eight weeks after the verbal offer.

Successful Vice Chair candidates will have their name, position title and biography made publicly available on our [website](#). Vice Chair biographies are also linked to the CABRO website.

Question How long is a Vice Chair appointment to WCAT? Can a Vice Chair be reappointed and how long are subsequent reappointment terms?

Answer All new Vice Chairs are appointed by the Chair for a term of three years. After a successful merit-based process, there is the opportunity for subsequent reappointment(s) up to 5 years. There are many Vice Chairs who have received multiple subsequent reappointments.

Question What is the Vice Chair remuneration and benefits?

Answer Vice Chairs are paid in accordance with [Treasury Board Directive 1/24](#). The salary range for a full-time Vice Chair is \$158,735 to \$176,775 annually. WCAT is classified as a level 5 tribunal.

The benefits package includes flexible extended health and dental coverage and participation in a defined benefit pension plan along with other programs designed to promote employee health and well-being. For further information about benefits, see section 5.2 of the Treasury Board Directive 1/24.

New Vice Chairs receive four weeks of vacation in their first year (pro-rated) with regular increases to this time based on years of service, up to a maximum of seven weeks.

For candidates who work for or previously worked for the B.C. Public Service or for WorkSafeBC, please contact ES for more information on how working for WCAT will impact your options for transferring your seniority, pension, benefits, and vacation leave so that you are well-informed by the time of your verbal offer.

Question What training is provided to new Vice Chairs?

Answer During a new vice chair's initial three-year term, WCAT provides training, support, and assistance to the vice chair to perform effectively and to learn and grow into this complex role. This training is led by the VCQAPLD.

The initial term is broken down into a graduated period of learning and training: (1) a formal six-month training period and then, (2) a learning

period for the remainder of the term. WCAT's goal is to help the vice chair achieve increasing levels of performance in decision-making, conducting oral hearings, caseload management, and making a positive contribution to the tribunal.

The initial on-boarding period normally consists of a three-week intensive onboarding and training program, with a component generally held in-person at WCAT Richmond office.

The six-month training period is a formalized training program where a vice chair is assigned a team leader and a mentor. Both the team leader and the mentor play an active role in the ongoing training of a new vice chair. The new vice chair will also have an opportunity at the 3-month, 6-month and 18-month points to bring forward insights and observations on progress, review caseload assignments, and identify any needs for additional training, support, and assistance. A vice chair's productivity or output of decisions will not be evaluated during the 6-month training period. Generally, a vice chair will not be placed on the oral hearing schedule for the first six months.

Upon completion of the formal training period, the remainder of a vice chair's initial term is defined as a learning period. During the learning period, it is expected that a vice chair will continue to build upon and apply the knowledge and skills acquired in the training period. A vice chair's productivity or output of decisions will increase during the learning period.

Question Will I be required to work in the office?

Answer While WCAT's office is in Richmond, B.C., flexible work options are available that allow Vice Chairs to work from all regions of the province. Travel is required for in-person hearings and to meet in the office with staff and tribunal members. We encourage and accept applications from outside of the province; however, successful candidates must reside in B.C. at the time of their start date.

As noted above, new Vice Chairs will be required to attend the office full-time for the first few weeks of their training period.

Question Is travel expected of Vice Chairs?

Answer Travel is required for in-person hearings at various locations around the province, for professional development learning opportunities and to meet with staff and tribunal members at the WCAT office in Richmond, B.C.

Question What are the Vice Chair team dynamics and how independent is the Vice Chair work?

Answer Vice Chairs enjoy autonomy as independent decision-makers. Being independent doesn't mean being alone; Vice Chairs also benefit from the support of their teams, the Registry staff, Legal Counsel, the Panel Secretary department, physician consultants, the Operations team, and other resources to help them do their work.

Question What is the culture like at WCAT?

Answer WCAT's welcoming culture is inclusive to all individuals. We respect and value the unique perspectives and voices that are part of B.C. and strive to ensure our team is representative of the communities we serve.

WCAT experienced a culture shift during the pandemic as we adjusted to more staff working at home and expanded the hybrid work model. WCAT is taking steps to preserve its longstanding culture of collegiality.

Vice Chairs are provided opportunities for growth and learning, as well as networking opportunities in the tribunal sector in B.C. and Canada.