Business CAREERHUB

HUB INSIGHTS

A Publication of the Business Career Hub

Let's Talk Business

For Ted Rogers School of Management Students

These reports describe industry sectors and career paths of interest to TRSM students and alumni. Each report leverages BCH employment data and the expertise of our staff. This collaborative effort engages staff, students, alumni and the University Business Librarian.

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A Day in the Life of a Decision Administrative Assistant

We recently connected with Maria Netkal, who graduated from TRSM in 2020, with a Bachelor of Commerce, in Law and Business. Through her Co-op journey, she worked with Allied Properties as an 'ERP Data Integrity Administrator' and Strathallen as a 'Leasing Administrator'.

She currently works as a *Decision Administrative Assistant* at the Ontario Land Tribunal, Ministry of the Attorney General.

The Ontario Ministry of the Attorney General strives to provide the people of Ontario with fair, equitable, and accessible justice services. The Ministry assists other Government Agencies by providing legal advice, and in litigation and drafting of legislation.

Q: What do you do on a day-to-day basis in your role as Decision Administrative Assistant at the Ontario Land Tribunal, Ministry of the Attorney General?

A:

- prepare a range of documents and routine correspondence, reports, decisions, orders, notices, exhibit lists, amendments, letters, and memoranda
- ensure the accuracy and completeness of documents
- issue decisions and orders following the 'Ontario Land Tribunals Act and Rules of Practice and Procedure' to relevant parties, legal councils, registrar, case management staff and executive team
- liaise with Adjudicators, Planners, Case Management staff, Councils and Parties to ensure effective and timely distribution of decisions and orders under relevant legislation
- receive, organize and catalogue files and exhibits from hearings held
- manage and track the processing status of draft decisions
- manage records and create new case files in the MS case management system
- update existing reports on current and ongoing cases and decision status for Registrar and Vice-Chair review

Q: What technology platforms do you use in your role?

A: I use MS Word, MS Outlook, Adobe Acrobat DC, MS Sharepoint, MS Teams, MS Case Management Software, CanLII, Westlaw Library, and Quicklaw Library.

Q: How does your industry impact the world?

A: Land Planning is the process of regulating the use of land governed by statutes in the province of Ontario. Members of the Provincial Parliament pass bills (proposed laws) that provide the legal framework for land planning.

One example of a planning instrument is the Planning Act, which sets out the ground rules for land use planning in Ontario. The Ontario Land Tribunal ("OLT") provides Dispute Resolution Services to municipalities and the public. The OLT adjudicates matters related to land use planning, environmental and natural features and heritage protection, land valuation, land compensation, municipal finance, and related matters.

Once a planning application goes to Municipalities for approval, Municipal Planners will submit recommendation reports to the Municipal Council for review. Upon its review, Municipal Councils ultimately decide on land planning applications. Sometimes the decision coincides with planning staff recommendations, and other times it does not.

When an application is refused, the Applicant has a legal right to appeal the decision to the Ontario Land Tribunal, where elected members will adjudicate it. Since human societies mostly live on civilized lands, land planning affects everyone either directly or indirectly.

Q: Which industry trends should aspirational students be aware of?

A: Being aware of bills that are passed in the legislature is important as some bills effect land planning direction, i.e Bill 3, Strong Mayors, Building Homes Act, 2022. The Urban Land Institute provides new and niche insights into emerging land planning trends and attempts to solve land planning challenges on a global scale.

Being aware of provincial policies is useful as it provides context of which policies are prioritized and what is encouraged and where it is encouraged. Such policies (ex. The Growth Plan for the Greater Golden Horseshoe, the Provincial Policy Statement) change the behavior of developers, planners, architects, urban designers, municipalities etc.

Q: What advice would you provide a Ted Rogers student who aspires to work in your industry upon graduation?

A: I would advise students 3 things:

1. Having experience in Enterprise Resource Planning (ERP) systems will provide students with an upper hand during selection processes as private and public organizations are heavily investing in software to manage their operations.

2. Having the ability and knowledge to prepare various legal documents, engage in legal analysis and understand Administrative Law and Legal Writing is an asset. If available, Administrative Law and Legal Analysis would be good courses to enroll in at TRSM.

3. Having experience in law library procedures and processes is essential to retrieve references, citations, cases and legislation.

Visit the Business Career Hub

Employer Events

Interested in expanding your network and meeting industry professionals? BCH organizes and hosts many industry events - refer to your 'Careers Newsletter' for a list of employer events.

Bootcamps/Prep Programs

Digital Communication - Elevator Pitch and/or Personal Branding, Emotional Intelligence, Having Courageous Conversations. Click here to register for current bootcamps.

Career Coaching

For career coaching, interview prep and more, schedule a 1:1 appointment with a Career Consultant or a Co-op Coordinator.

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Staff Contributor
Laura Henshaw

Laura is a Co-op Coordinator with a Bachelor of Arts Degree (Psychology), Career and Work Counselling Diploma and Human Resources Management Certificate. She has 13+ years experience working in post-secondary and recruitment environments, and enjoys working with Ted Rogers students to explore different career avenues through the Co-op program.

Student Contributor
Bushra Mohamud

Bushra is a 3rd-year Marketing Management student working as a Project Coordinator at the Business Career Hub. She is an aspiring International Marketer, passionate about creating an impact and exploring career opportunities that develop marketing skills.