

JOB PROFILE: Investigative Specialist, Sensitive and Complex Investigations

Classification:	Band 3	Position:	00101989
Reports to:	Deputy Police Complaint Commissioner	Location:	Victoria, BC

JOB OVERVIEW

Reporting to the Deputy Police Complaint Commissioner this position provides expert procedural and substantive advice on complex and sensitive investigations under the Police Act.

ACCOUNTABILITIES

- Leads and provide oversight on complex, serious and high-profile investigative files.
- Provides recommendations to the Deputy Commissioner and Commissioner on a wide range of matters that fall under the Police Act. This includes investigative strategies, oversight actions adjudicative review processes.
- Attends discipline and other proceedings held under the Police Act and provide informational updates to the Deputy Commissioner and Commissioner.
- Provides technical and strategic advice and mentorship, in consultation with management, to Investigative Analysts in the understanding of law enforcement or police operations, investigative procedures techniques and strategies as well as the application and interpretation of relevant legislation, legal authorities, regulations and/or policies.
- Leads, develops and provides training to OPCC staff on law enforcement and police operations, investigative procedures, techniques and strategies, use of force and relevant case law.
- Participate in assigned special projects.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

- Extensive knowledge and related experience in the application of the *BC Police Act* or similar legislation and the Office of the Police Complaint Commissioner or other oversight bodies within Canada or a Common wealth jurisdiction.
- Considerable knowledge and experience with major case management and principles/techniques of investigations.
- Extensive experience conducting investigations specifically conducting complex professional standards investigations, regulatory investigations or major crime investigations.
- Extensive experience drafting complex reports and legal applications.
- Minimum three years occupying a supervisory or management position.

KNOWLEDGE AND ABILITIES

- Thorough and detailed knowledge of the principles/techniques of criminal or regulatory investigations.
- Ability to maintain the integrity of highly sensitive/confidential information.
- Knowledge of Canadian case law and legal framework relating to investigations, or professional standards/regulatory matters.
- Experience establishing and maintaining collaborative relationships and resolving conflict.
- Ability to manage a high workload and competing priorities against statutory deadlines.
- High proficiency with written and verbal communication.
- Ability to work independently under minimal supervision exercising sound judgement and decision-making.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

BEHAVIOURAL COMPETENCIES

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver the organization's mandate.
- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Conceptual Thinking** refers to the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.
- **Strategic Orientation** refers to the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.
- **Integrity** refers to actions that are consistent with what one says are important. People with integrity "walk the talk" by communicating intentions, ideas and feelings openly and directly, and welcoming openness and honesty even in difficult negotiations.