

**Job Profile: Investigative Analyst**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification:** | Band 2 | **Position:** | Multiple |
| **Reports to:** | Team Lead, Oversight Operations | **Location:** | Greater Victoria, BC; Metro Vancouver, BC |

**CONTEXT**

The Office of the Police Complaint Commissioner (OPCC) is a civilian, independent office of the Legislature which oversees and monitors complaints and investigations involving municipal police in British Columbia and is responsible for the administration of discipline and proceedings under the *Police Act*. Conducting oversight of *Police Act* investigations and discipline proceedings can be complex with a high degree of responsibility due to the seriousness or high-profile nature of the allegations.

**JOB OVERVIEW**

Reporting to the Team Leader, the Investigative Analyst is responsible for ensuring investigations conducted by Professional Standards Investigators are thorough, professional and impartial; this will include providing advice to Investigators and engaging in the analytical review of the investigative materials and decisions. The Analyst offers advice to executive management and engages in principled decision-making with respect to substantive issues pursuant to the *Police Act* process. Analysts are assigned matters involving a broad range of complex issues which require the application of relevant legislation, an understanding of police operations, and a thorough understanding of the police complaint process. Analysts possess effective communication skills both in writing and in verbal briefings.

**ACCOUNTABILITIES**

* Effectively manage a high volume of assigned case files within defined timelines.
* Understanding the requirements and nuances of the *Police Act* legislation and the mandate and priorities of the Police Complaint Commissioner, conducting oversight and analyses of assigned investigations and discipline proceedings.
* Conduct admissibility analyses of assigned registered complaints pursuant to the *Police Act*.
* Ensure that all work performed includes the use of GBA+, and trauma informed and culturally competent perspectives/approaches.
* Review status reports and monitor *Police Act* investigations to ensure legislated timelines and reporting requirements are met.
* Ensure a professional relationship with assigned Professional Standards Investigators.
* Prepare comprehensive briefing notes of case files and deliver sound recommendations to the Commissioner on a wide range of matters that fall under the *Police Act*. This includes identifying the need for further investigation and adjudicative review.
* Prepare statutory letters to be sent to complainants, police officers, professional standard investigators and discipline authorities explaining decisions made under the *Police Act* by the Commissioner.
* Attend discipline proceedings held under the *Police Act* and provide informational updates to the Commissioner.
* Assist Public Hearing and Commission Counsel in the preparation for adjudicative reviews, which includes drafting and filing legal documentation, file coordination, witness interviews, liaising with the Registrar and attending hearings to provide substantive and logistical assistance to Public Hearing and Commission Counsel.
* Use the electronic case management system to maintain and manage case information in accordance with OPCC policies and standards.
* Participate in assigned special projects.

**SELECTION CRITERIA**

Required qualifications:

* A university degree in a relevant field such as law, criminology, sociology, psychology, public administration, or social sciences; OR an equivalent combination of education and experience may be considered.
  + An equivalent combination of education includes successful completion of post-secondary courses in a relevant field and a minimum of [3] years’ experience summarizing and analyzing large volumes of complex information in a legislative, policy, law enforcement, or regulatory environment.
* Experience applying an analytical framework to complex information in a legislative, policy, or regulatory environment.
* Experience preparing written analyses of complex issues.
* Experience making verbal presentations or providing briefings.
* 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.

Preferred qualifications:

Preference may be given to applicants with recent experience (within last **ten** years):

* A Bachelor of Law (LLB) or Juris Doctor (J.D.)
* Experience working with diverse groups or communities such as Black, Indigenous, or People of Colour, LGBTQ2S+, and People with disabilities.
* Experience working with vulnerable populations (e.g., complex health and social challenges).
* Experience or training in trauma-informed and culturally safe practices.
* Fluency in more than one language.
* Experience working with legal principles and procedures, such as administrative law or criminal law.
* Experience in and understanding of current investigative practices and procedures, and major case management principles or conducting investigations in a regulatory setting.

Preference may also be given to:

* Applicants who self-identify as First Nations, Métis, Inuit and/or Indigenous, Black or racialized, women, 2SLGBTQ+, people with diverse gender identities or expressions, and/or people with disabilities.

**Knowledge, Skills and Abilities**

* Knowledge of the *Police Act*, the OPCC and the landscape of civilian oversight of law enforcement in British Columbia.
* Ability to conduct extensive and comprehensive reviews of investigations and to provide well-balanced and principled advice and recommendations based on the available evidence.
* Ability to communicate orally and in writing in an effective and clear manner at an appropriate level and in the most effective format, including briefings and official reports.
* Thorough and detailed knowledge of the principles/techniques of investigation.
* Knowledge of relevant law and issues relating to civilian oversight of law enforcement, as well as a willingness to stay current in the field.
* Ability to interpret legislation, regulations, policies and practices to assist in determining an appropriate course of action.
* Strong ability to identify, interpret and analyze issues in a systematic manner.
* Ability to demonstrate sound judgment in the identification and resolution of issues.
* Excellent interpersonal skills and strong ability to effectively manage conflict.
* Strong organizational acumen to effectively manage a high volume of concurrent case files within defined timelines.
* Ability to maintain the integrity of highly sensitive/confidential information.
* Competent working within a Microsoft Office environment (including Word, PowerPoint, Outlook and Excel).

**Indigenous Relations Behavioural Competencies:**

* **Open Listening** is letting go of conventional means of listening. It means listening to and valuing the telling of stories, and letting pauses in conversation extend into silence rather than jumping in to dispute, agree, question or move on. It is an awareness of personal bias or judgment and its effect on one's ability to hear. It is the desire and ability to set aside physical, mental and emotional distractions in order to be fully focused and listening respectfully and openly. It is staying open to the message even when conversations are filled with raw emotions like sadness or anger, and believing that each person's knowledge and reality is legitimate and valuable. Finally, it requires a willingness to reflect upon a story or message and to derive meaning from it based upon the situation in which it is shared.
* **Self-discovery and Awareness** means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.
* **Sustained Learning and Development** means continually increasing your ability to build and maintain respectful and effective relationships with Indigenous peoples. Central to this competency is appreciating that there are many other cultural understandings of knowledge and ways of working that have legitimacy and deserve respect—and therefore require our continual learning and development, including direct exposure to cultural and community ways.

It includes an eagerness to continually reflect upon and assess your own level of cultural agility and competence, self-awareness and expertise. It means being willing to learn in new and different ways and appreciating how diverse ways of thinking and acting can ensure the success of the BC Public Service in supporting Indigenous self-determination

**Competencies**

* **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.
* **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
* **Problem Solving and Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
* **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
* **Impact/Influence** is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

**Office of the Police Complaint Commissioner**

*Engaging in effective civilian oversight that provides accountability*

*and builds public confidence in policing.*

[www.opcc.bc.ca](http://www.opcc.bc.ca)