

Job Profile: Lead, Systemic Investigations

Classification:	Band 3	Position:	00126847
Reports to:	Director, Systemic Investigations, Research and Policy	Location:	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 under the *Police Act*.

The OPCC has the authority to examine and investigate systemic concerns about policing that align with our general oversight responsibilities. This includes the ability to proactively investigate systemic issues from police complaints or problems identified with the complaints process, provide meaningful recommendations aimed at preventing police misconduct and improving public confidence in policing, and to report on these publicly.

JOB OVERVIEW

This position is responsible for managing systemic investigations which fall under the OPCC's mandate pursuant to section 177.01 of the *Police Act*. The Lead, Systemic Investigations, will ensure that investigations are conducted in accordance with the *Police Act*, established policies, and the principles of administrative fairness and natural justice. The position will also be responsible for monitoring emerging issues that may be suited for a systemic investigation, working with policy and research staff on matters relevant to systemic investigations and the OPCC's mandate, and liaising with legal and communications staff.

ACCOUNTABILITIES

- Investigate systemic issues of varying complexity within the OPCC's mandate.
- Prepare terms of reference, investigation plans, budgets and project plans.
- Develop and implement all aspects of assigned investigations including, but not limited to:
 - the identification of appropriate resources necessary to conduct systemic investigations,
 - the communications and engagement strategies required for the investigation.
- Lead investigative functions, including the interviewing of witnesses, police and civilian employees, board members, public sector officials, and gathering of evidence and information using statutory powers pursuant to the *Police Act*.

- Prepare clear, concise and comprehensive investigative reports that include meaningful and actionable recommendations based on investigative findings for the Commissioner's consideration.
- Build relationships, seek input, and engage with people with diverse backgrounds and experiences.
- Provide expert advice to the Deputy Commissioner and Director on investigative best practices, approaches and strategies to support the OPCC's systemic investigative mandate, including incorporating Indigenous laws and practices into inquiry and investigations.
- Identify emerging areas for potential systemic investigation.
- Procures and oversees the work of external researchers and subject matter experts relevant to systemic investigations.
- Supervises staff assigned to systemic investigations including assignment of work, development and evaluation of performance and approval of leave.
- Responsible for program area planning, including identifying investigative program needs and recommending, developing, and implementing training, procedures, practices, standards and policies in alignment with relevant statute, principles of administrative fairness, and natural justice.
- Identify opportunities and build relationships with key external parties, including public bodies and private organizations, and provincial and federal counterparts.
- Ensure the confidential storage of documents and investigative materials and appropriate use of the case management system.

Willingness statement: some travel may be required.

SELECTION CRITERIA

Required Qualifications

- Post-secondary degree in a field related to investigation and enforcement, law, psychology, sociology, or criminology.
- A minimum of three years relevant work experience:
 - Conducting complex legal investigations or inquiries requiring the use of both influence and authority.
 - Experience conducting interviews and obtaining witness statements as part of investigative processes.
 - Writing reports detailing evidence-based findings and recommendations.
- Experience providing advice and recommendations orally and in writing to senior management and executives.
- Experience establishing and maintaining relationships with key internal and external parties.
- Experience developing formal investigation-related plans (e.g., terms of reference, investigation plans, budgets, and project plans.)
- Minimum one year experience supervising or leading direct reports or small project team.
- Experience or training in trauma-informed and culturally safe practices.
- Successful completion of an Enhanced Security Screening will be required.
- An equivalent combination of education and experience may be considered.

Preferred Qualifications

- Graduate degree in a related discipline.
- Experience working within a systemic mandate.
- More than 3 years relevant work experience.
- Experience serving as the lead or primary investigator in a complex investigation.
- Experience investigating or researching policing, social justice or human rights issues, or working for an organization whose mandate includes these areas.
- Training or courses in project management or major case management.

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

- Demonstrated expertise in the principles of administrative fairness and natural justice.
- Extensive knowledge of the *Police Act* and related regulations, policies and practices.
- Ability to communicate and work across disciplines using a trauma-informed and culturally competent lens and ensure an anti-racist approach to all work.
- Ability to incorporate accessibility considerations into all stages of an investigation.
- Ability to facilitate expert panels, roundtable discussions, consultations, etc.
- Ability to manage a team, including conducting performance assessments, coaching, team building, and mentoring staff.
- Ability to develop, implement and monitor policies, standards and procedures.
- Ability to effectively communicate both verbally and in writing.
- Demonstrated ability to reference and interpret complex legislation, regulations, policies and practices to determine an appropriate course of action.
- Ability to analyze and solve problems and to lead multiple projects.
- Demonstrated ability to exercise the utmost discretion with highly sensitive and confidential issues.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview, and the culture of the BC Public Service, and to notice their commonalities, and distinctions with Indigenous cultures, and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of

Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

- **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.

[Learn more about the Indigenous relations behavioural competencies.](#)

PUBLIC SERVICE BEHAVIOURAL COMPETENCIES

- **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 ('if...then...') to resolve problems in a sound, decisive manner. It checks to ensure the validity or accuracy of all information.
- **Building Relationships** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.
- **Developing people** involves knowledge and skills such as mentoring, performance evaluation and feedback, career planning and coaching to enhance subordinates growth and development.
- **Holding People Accountable** involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, accountable for results and actions.
- **Planning, organizing and coordinating** involves proactively planning, establishing priorities and allocating resources. It's expressed by developing and implementing increasingly complex plans. It involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

[Learn more about behavioural competencies for all staff in the BC Public Service.](#)

Office of the Police Complaint Commissioner

Effective and accessible civilian oversight that builds trust in police accountability.

<https://opcc.bc.ca/>