

**Investigative Analyst
Band 2
Salary range: \$76,500.09 - \$108,100.23**

**Regular Full-Time
Victoria/Vancouver, BC**

Are you eager to work with the public and Municipal Police Departments to strengthen police accountability? Do you excel at organization, clear communication, and thrive in a fast-paced, high-volume environment? Join our growing, dynamic team and help drive meaningful change in community oversight.

British Columbia is undergoing significant policing oversight reform, and it is an exciting time to be a part of the change and the future of civilian oversight of police.

The Office of the Police Complaint Commissioner (OPCC) is an impartial independent oversight agency that reviews the conduct of municipal police officers and departments in British Columbia. The OPCC also has the power to proactively identify, research, and investigate systemic issues arising from police complaints or problems identified through the municipal police complaints process, which will serve to enhance police accountability.

The OPCC is currently seeking an Investigative Analyst (IA) to advance our mandate of accountability, professionalism and fairness through case management, review, and analysis. We offer a supportive and inclusive work environment of continuous learning and career growth opportunities. If you are dedicated, principled and committed to building public trust, the IA role may be an excellent fit for you.

Reporting to a Team Leader, the IA is responsible for ensuring investigations conducted by police investigators are thorough, professional and impartial; this will include working directly with the police investigator to establish the parameters of the investigation and to ensure compliance with the *Police Act*. The IA will engage in the analytical review of the investigative materials and outcomes that are prepared by the police departments. The IA will respond to communications from complainants regarding the *Police Act* process. The IA will regularly provide verbal and written briefings, advising executive management, including at the Assistant Deputy Minister and Deputy Minister level, on investigations and substantive issues pursuant to the *Police Act* process.

A successful IA is able to navigate difficult conversations and opposing viewpoints.

IAs are assigned matters involving a broad range of complex issues which require the application of relevant legislation, an understanding of police operations, and a demonstrated commitment to supporting accessibility to the complaints process for all. IAs possess strong and effective communication skills, both in writing and verbally, and can successfully communicate with a variety of diverse parties involved in the complaints process. Strong IAs can be given opportunities to broaden their knowledge and skills through specialized portfolio work and/or working groups.

Qualifications

To be successful in this position applicants must demonstrate the following:

Required Qualifications:

- A university degree in social sciences such as criminology, sociology, psychology and law, or public administration; 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 related field and a minimum of three [3] years' experience summarizing and analyzing large volumes of complex information in a legislative, policy, law enforcement, or regulatory environment.
- Experience with preparing high-level written materials in relation to complex issues.
 - Complex Issues: issues that involve multiple interrelated factors, stakeholders, perspectives, or systems, often requiring nuanced understanding, analysis, and communication
- Experience preparing and delivering oral briefings to senior management.
- Experience reviewing and analyzing a large amount of information.
- Experience managing a high volume of work while ensuring compliance with procedural requirements and tight timelines.
- Experience dealing with difficult situations and conflict resolution approaches.
- Experience triaging, prioritizing and managing daily tasks.
- Experience working in a team atmosphere.

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or *Criminal Records Review Act* (CRRRA) check, and/or enhanced security screening checks as required.

Asset Qualifications:

Preference may be given to applicants with (within the last five years):

- Experience working within a legislative, policy, or regulatory framework.
- Knowledge of, or experience with, the historical inequalities related to vulnerable and/or marginalized populations (e.g., complex health and social challenges) and their intersection with criminal justice systems.
- Experience or training in trauma-informed and culturally safe practices.
- Experience working with legal principles and procedures, including administrative law or criminal law.
- Experience in understanding investigative practices, procedures, and major case management principles and/or conducting investigations.

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.

This position requires the successful completion of an intensive in-house training program to provide the Analyst with the skill set to conduct competent oversight and analytical review of Police Act investigations. The OPCC also encourages employee development and growth within a continuous learning and flexible work environment.

Complete qualifications, including competencies, are outlined in the job profile, which can be found linked at the bottom of this page.

This posting is for two (2) or more permanent full-time positions. An eligibility list for future temporary or permanent opportunities may be established. Temporary positions may become full or part-time, permanent status. This position is excluded from union membership. Travel may be required as part of job duties. The OPCC has offices in Victoria and Vancouver, and successful candidates will be required to attend the workplace on a regular basis.

The OPCC seeks to foster an inclusive work environment that values diversity, equity, inclusivity and respect. It is our goal to have a workforce that reflects the British Columbians

we serve. To support employment equity and diversity in the workplace, we welcome applications from all groups. This includes women, visible minorities, Indigenous Peoples, persons with disabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), and others who may contribute to diversity in the BC Public Service. Qualified applicants from under-represented groups are encouraged to apply and to indicate in your cover letter if you belong to one of the designated groups.

Applicants who identify as Indigenous may choose to seek assistance with their application by accessing the [Indigenous Applicant Advisory Service](#) available through the BC Public Service.

TO APPLY:

Your application package must be submitted by email to Recruitment@opcc.bc.ca, quoting the competition number 121514 in the subject line.

To apply for this position, you must submit a complete application package, which includes:

- 1) Your cover letter
- 2) Your resume

Your application package must **clearly** demonstrate **how** your education and experience meet the position requirements and asset qualifications. You must identify which positions you are relying upon to meet the criteria of relevant experience and how the position meets those criteria. In describing your education and experience, please pay particular attention to the job profile, including the competencies and qualifications. The OPCC recognizes unique styles, perspectives, beliefs and creativity that support a diverse, respectful, inclusive and collaborative work environment.

Following the instructions above, only those applications received by **12:00 pm PT (noon) on November 19, 2025**, will be considered. Incomplete applications or late applications will not be evaluated or acknowledged, and only those applicants who pass all initial screening requirements will be considered for the next step in the selection process. Your resume and/or cover letter may be evaluated as part of the screening process with respect to the position requirement to be able to communicate in writing in an effective and clear manner. Candidates will be required to complete a written assignment or other assessment(s) and undergo an interview as part of the selection process.

To apply for this position, you must be eligible to work in Canada. You must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the

federal *Immigration Act*. For further information, please refer to the [BC Public Service website](#).

NOTE: If your degree was obtained outside of Canada, you will need to confirm it has been assessed for equivalency through a recognized [Canadian Credential Evaluation Service](#). Education credentials will be subject to verification before an offer of employment is made and will be requested if required.

If you have questions related to the application process, please email the HR team at Recruitment@opcc.bc.ca, quoting the competition number **121514** in the subject line.

By submitting your application, you confirm that you have worked on it independently and you have not used Artificial Intelligence (AI) technology or paraphrasing technology to prepare it. The use of AI technology as described above during the recruitment process will result in disqualification from the competition.

Office of the Police Complaint Commissioner

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

www.opcc.bc.ca