



Integrity
Independence
Fairness

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 Discipline Authority 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.

Proviso statement: this position interacts with members of the public in-person, by phone or in writing. These interactions may expose employees to challenging or escalated behavior or disturbing content.

SELECTION CRITERIA

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 [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 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 recent experience (within 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 and 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.

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.

- **Communicating effectively** involves good presentation skills (verbal and written), careful listening, problem framing and use of presentation technologies.
- **Planning, Organizing and Coordinating** means proactively planning, establishing priorities and allocating resources. It's expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate

Office of the Police Complaint Commissioner

*Engaging in effective civilian oversight that provides accountability
and builds public confidence in policing.*

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