
Please note: This is an example of a job profile for a position with the Independent Investigations Office of BC. Differences between this example and job profiles for roles that are being recruited should be expected. Please refer to the posting to confirm the official role requirements. The version published with a posting is to be taken as correct for the position.

TITLE: CHIEF OF INVESTIGATIONS, OPERATIONS

MINISTRY: ATTORNEY GENERAL

WORK UNIT: INDEPENDENT INVESTIGATIONS OFFICE

SUPERVISOR TITLE: CHIEF CIVILIAN DIRECTOR

PROGRAM

The Independent Investigation Office of BC (IIO) is an independent, civilian-led agency with jurisdiction to investigate serious harm and fatal incidents involving police, including municipal police departments and the RCMP in order to determine whether or not an officer may have committed an offence. The IIO has jurisdiction over all provincial policing agencies, including municipal police agencies, the RCMP, the South Coast BC Transportation Authority Police Service, and the Stl'atl'imx Tribal Police Service. The IIO's jurisdiction also extends to officers appointed as municipal constables, and includes on- and off-duty officers, special provincial constables, and detention guards.

JOB OVERVIEW

The chief of investigations, operations (COI, Operations) is operationally responsible for ensuring that the investigations teams conduct rigorous independent investigations into police-related incidents that result in serious harm or death.

This position has statutory authority under section 38.07 of the *Police Act*.

The COI, Operations is a member of the IIO's executive team that establishes the overall direction for the organization. This position is relied upon by the chief civilian director (CCD) to provide advice on critical operational matters relating to investigations and ensures that all investigative responses are consistent, unbiased, and compliant with legislation, policy and legal precedent. The COI, Operations supports the COI, Strategy, Performance & Engagement (COI, SPE) in consulting and collaborating with external stakeholders, including Indigenous leadership and groups, special interest groups, affected families, and policing and law enforcement agencies.

The COI, Operations reports directly to the CCD and co-leads the investigations division of the IIO alongside the COI, SPE.

ACCOUNTABILITIES

Examples of accountabilities include:

- Develops evaluation and performance measurement criteria to conduct investigations in a timely, competent, unbiased, factual, fair, transparent, legal-based, and evidence-based manner to support the public's confidence in the IIO.
- Provides leadership to a team of directors and staff in investigations, ensuring that the standards in the IIO investigative manual are met.
- Provides guidance, motivation and empowerment to directors and holds them responsible for the successful completion of tasks.
- Co-leads the development of the investigations unit's goals, objectives, business plan and establishment of the section's strategic direction with the COI, SPE.
- Ensures appropriate investigative techniques and best practice are applied, and that the investigative teams are trained, available, and ready to respond to police agency notifications of serious incidents anywhere in the province on a 24/7 basis.
- Develops a workforce that is fully engaged and supported to foster long-term employee growth and accountability and align employee development and performance with the IIO strategic plan.
- Builds the capability of investigative staff with varying backgrounds to maximize the effectiveness of the investigation teams, and work towards IIO's long term goal of civilianization.
- Advises the CCD on significant and/or sensitive issues; anticipates risks that will impact investigations; develops options and implements risk management solutions.
- Serves as a member of the IIO executive team.
- In conjunction with the COI, SPE performs specific operational activities (i.e.) on-call, and deployments as needed.

QUALIFICATIONS

Education and Experience:

- Minimum of seven years of senior management experience in leading professional staff in an operational environment, with proven success as a mentor and leader.
- Experience working in demanding roles requiring the highest level of tact, diplomacy, confidentiality, discretion, impartiality, respect, professionalism, and integrity.
- Demonstrated leadership experience conducting complex criminal investigations, utilizing the principles of Major Case Management, with proven experience in managing homicide and/or serious crime investigations.
- Demonstrated experience as an agency's senior representative at events related to government, various inquiries and/or court.
- Demonstrated experience in making critical decisions, and strong communication/collaboration skills.
- An equivalent combination of education and experience will be considered.

Knowledge, Skills and Abilities:

- Excellent interpersonal skills and the ability to develop strong collaborative relationships with internal and external stakeholders, including senior government staff.
- Extensive, demonstrated knowledge of the methodologies and techniques associated with the management of serious criminal investigations and critical incidents.
- Knowledge of service delivery models, and the ability to devise strategic and innovative approaches to investigations.

This position has been designated as requiring both Enhanced Security Screening and RCMP Enhanced Reliability Screening.

SAMPLE COMPETENCIES:

- Executive Presence
- Promoting Empowerment
- Creating and Managing Change
- Fostering Trust
- Solving Problems Creatively