



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, STRATEGY, PERFORMANCE & ENGAGEMENT

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 St'l'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, strategy, performance & engagement (COI, SPE) is responsible for developing, implementing and managing investigative strategy related to IIO investigations into police-related incidents that result in serious harm or death. The COI, SPE is accountable for consulting and collaborating with external stakeholders, including Indigenous leadership and groups, special interest groups, affected families, and policing and law enforcement agencies. The COI, SPE participates in activities related to investigations such as high-level discussions and meetings, and establishing and/or modifying investigation protocols, Memoranda of Understanding (MOU) and other types of agreements with stakeholders. The COI, SPE is also responsible for conducting performance-based reviews and audits of investigative files designed to identify areas where improvement in individual investigative performance and general investigative practices can be achieved. On an interim basis, the COI, SPE will fulfil the duties of the chief of investigations, operations (COI, Operations) for the purpose of annual leaves and the sharing of after hour responsibilities.

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

The COI, SPE is a member of the IIO's executive team that establishes the overall direction for the organization. The COI, SPE is relied upon to provide specialized advice on investigation issues affecting the IIO, including advice to the chief civilian director (CCD) on critical investigative policy and practice issues. The COI, SPE supports the COI, Operations in ensuring that all investigative responses are consistent, unbiased, and compliant with legislation, policy and legal precedent.

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

ACCOUNTABILITIES

Examples of accountabilities include:

- Provides executive leadership and strategic advice to management and staff in investigations and ensures the IIO maximizes effective use of its resources.
- Co-leads the development of the investigations section's goals, objectives, business plan and establishment of the section's strategic direction.
- Leads the evolution of IIO investigative policies, procedures, and business processes and is accountable for developing investigative service strategies that are efficient and cost effective.
- Conducts audits and quality control of investigations to ensure the consistent accuracy of investigative files to ensure that appropriate investigative techniques and best practices are applied.
- 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.
- Build 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.
- Leads the development of 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.
- Leads the development of appropriate mechanisms for consultation and collaboration with key (external) stakeholders regarding investigations, and facilitates discussions with investigation stakeholders regarding information needs, protocols, MOUs, information sharing agreements, and cross-jurisdictional guidelines.
- Leads the IIO Community & Stakeholder Outreach program and maintains strategic relationships through the Community/Police/Oversight Forum.
- 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.
- Contributes to operational decisions within the unit, and in conjunction with the COI, Operations, performs specific operational activities (i.e.) on-call, deployment, as needed.

QUALIFICATIONS

Education and Experience:

- Minimum of seven years of senior management experience in leading professional staff.
- Experience working in demanding roles requiring the highest level of tact, diplomacy, confidentiality, discretion, impartiality, respect, professionalism, and integrity.
- Extensive experience in developing, directing and mentoring teams of professional and support staff in a dynamic environment.
- Demonstrated experience as an agency's senior representative at events related to government, various inquiries and/or court.
- Experience in performance, human resources, fiscal, information, and project management; demonstrated experience formulating policy, strategies and business plans.
- 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 in making critical decisions, and strong communication skills.

Knowledge, Skills and Abilities:

- Excellent interpersonal skills and the ability to develop strong collaborative relationships in government and amongst relevant senior officials external to government, and community leaders.
- Extensive, demonstrated knowledge of criminal investigations or critical incidents.
- Knowledge of service delivery models, and the ability to devise strategic and innovative approaches to investigations.

Other Requirements:

- Successful completion of security screening requirements of the BC Public Service including an enhanced security screening check, and RCMP enhanced reliability screening.
- Must hold a valid BC Driver's licence.

SAMPLE COMPETENCIES

- Executive Presence
- Vision and Goal Setting
- Fostering Trust
- Promoting Empowerment
- Creating and Managing Change
- Building Strategic Alliances
- Solving Problems Creatively