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*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.*

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**TITLE: DIRECTOR, INVESTIGATIONS**

**MINISTRY:** MINISTRY OF ATTORNEY GENERAL

**WORK UNIT:** INDEPENDENT INVESTIGATIONS OFFICE

**SUPERVISOR TITLE:** CHIEF OF INVESTIGATIONS, OPERATIONS

**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**

Reporting to the chief of investigations, operations, the director, investigations manages and leads a diverse team of investigators who conduct complex, high-profile investigations into incidents in BC where it appears a person may have died or suffered serious harm as a result of the actions or inactions of a police officer. The director ensures that investigations are timely, unbiased, and evidence-led based on the principles of Major Case Management.

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

Examples of accountabilities include:

Required:

- Plans, directs, and coordinates timely and complex investigations in accordance with the standards outlined in the IIO's manual of investigations. Leads a team of investigators to achieve completion of thorough, unbiased, and independent investigations, including: assessing the scope; developing the investigative plan; fast tracking actions, interviewing significant witnesses; and determining the need for specialized assistance and support.
- As the on-call director and first point of contact with police reporting incidents, ensures critical decisions, rationale, and expectations of the reporting agency are clearly articulated.

- Manages the efficient deployment of IIO resources to support affected persons and/or witnesses, and to liaise with appropriate support investigators and agencies. Manages critical incident scenes and provides leadership and direction to IIO investigators and/or IIO forensic investigators to maximize evidential opportunities for IIO investigations through liaison with RCMP/municipal police crime scene experts.
- Manages investigative strategies on significant incidents, ensuring thorough, detailed, accurate interviews and gathering of evidence for effective investigative outcomes.
- May carry a caseload and/or assume responsibility for investigations and subsequent court proceedings for complex critical cases and ensures court cases are prepared for and supported by investigations staff.
- Provides positive management and leadership of IIO investigative and/or specialized teams, ensuring an effective balance of organization, team, and individual needs in operational and administrative decision-making processes.
- Establishes clear and achievable performance expectations of team and individual performance. Uses effective communication in reviewing, assessing, and discussing both team and individual performance to ensure continuous development.
- Ensures investigators have the necessary skill and resources to collect evidence in a manner that demonstrates investigative integrity and identifies training and development needs for continuous professional development of investigators, and self.
- Ensures investigators adhere to the agreed upon standardized protocols, MOUs and other information-sharing agreements achieving high levels of effectiveness on IIO investigations.
- Conducts progress reviews of investigations and approves extensions to completion dates, file management and case closure.
- Builds relationships with police, coroners, and other stakeholders.
- Monitors self and investigative staff in following health and safety procedures.

## **JOB QUALIFICATIONS**

### **Education & Experience:**

- Seven (7) years of experience with a recognized law, security enforcement agency or investigative body with legal adversarial processes.
- Demonstrated management experience conducting complex criminal investigations, utilizing the principles of Major Case Management with proven experience in managing homicide and/or serious crime investigations.
- Demonstrated extensive experience in specialized investigative techniques and procedures, and courtroom procedures including giving evidence in criminal court.
- Minimum four (4) years of experience managing staff and operations with proven success as a mentor and a leader.
- Experience in managing and implementing program or process change to achieve improvements in performance and efficient use of resources.
- Demonstrated experience as an effective change manager, achieving performance improvements and cultural change.

- Demonstrated experience successfully working in a multi-disciplinary environment in particular, with sensitive and high-profile cases.
- Preference may be given to applicants with a degree in a field related to law, investigation and enforcement, forensics, criminology or equivalent.
- Preference may be given to applicants with experience using a trauma-informed approach to investigations.

#### **Knowledge, Skills & Abilities:**

- Must be able to demonstrate excellent interpersonal skills including sensitivity, empathy, discretion, and tact when dealing with those impacted by investigations and sensitivity to issues related to culture, gender, and special interest groups.
- Clear and concise written and oral communication skills; must be able to write quasi-legal documents, including investigative reports and summaries.
- Strong knowledge of methodologies and techniques associated with the management of serious crime investigations.
- Detailed knowledge of relevant legislation, regulations and related significant precedents.

#### **Other Requirements:**

- Successful completion of security screening requirements of the BC Public Service including enhanced security screening, and RCMP enhanced reliability screening.
- Must hold a valid BC Driver's licence or eligible to obtain a valid BC Driver's licence.
- Must be able to work under pressure with frequent interruptions, be on call, and be available to travel. The position requires a commitment to a 24/7 schedule.

#### **SAMPLE COMPETENCIES**

- Leadership
- Managing Organizational Resources
- Self-Discovery and Awareness
- Planning, Organizing and Co-ordinating
- Change Management
- Decisive Insight
- Developing Others