

New

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Investigator

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Education (CA07)

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Education / Office of the Commissioner

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Investigations

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Education (Reforming Teacher Profession Discipline) Amendment Act creates the Alberta Teaching Profession Commission and appoints an arm's length commissioner to oversee teacher and teacher leader conduct and competency complaints for the profession. This process applies equally to all teacher and teacher leaders under the *Education Act*.

The Commission oversees a new model for teacher and teacher leader professionalism and disciplinary matters that will bring Alberta in line with best practices used in comparable provinces and other regulated professions. The Commission will further protect students and enhance accountability and transparency for disciplinary matters.

The Senior Investigator possesses in-depth investigation experience and expert knowledge of investigation strategies. This position has an advanced knowledge of applicable legislation/regulation/code related to teacher/teacher leader complaints of unprofessional conduct and professional incompetence. The Senior Investigator works with minimal direct supervision and is responsible for managing a high volume of complex investigations.

The Senior Investigator is accountable for independently completing investigations in a timely manner and in accordance with legislation, policy and procedures, to ensure a fair disciplinary process for

teacher and teacher leader conduct and competency complaints. To be effective in this role, the Senior Investigator must demonstrate a high level of initiative and professionalism.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

The Senior Investigator reports to the Manager, Investigations. Investigations will be subject to periodic review and monitoring for compliance with investigation standards. The Senior Investigator may consult with the Manager of Investigations during the course of an investigation.

The Senior Investigator is responsible for:

- independently completing investigations in a timely, thorough and objective manner in accordance with department policies, procedures, and operating guidelines.
- independently conducts investigations by interviewing complainants, witnesses and teacher/teacher leaders, gathering, securing and preserving evidence, analyzing records and compiling an investigation report.
- an understanding of the Education Act, the Code of Professional Conduct for Teacher and Teacher Leaders and the applicable Quality Standards for Teachers, Leadership and Superintendents.
- managing a high case load of complex investigations and exercises the ability to prioritize tasks accordingly
- demonstrating sound judgment, discretion and professionalism
- acting as lead investigator where a team of investigators is required
- prepare documentation and appear as a witness when required during a hearing.

The Senior Investigator acts as a resource to the Investigation team by:

- Providing mentorship to other investigators; assisting in interviewing and expert advice on report writing
- Assists in completing training requirements for Investigators by sharing knowledge and expertise.
- Assists in developing investigation processes and procedural documents.

The Senior Investigator will liaise with a wide variety of internal and external stakeholders, including Alberta Education Office of the Registrar, Alberta Justice and Solicitor General, the public, teachers, schools, school authorities and other education stakeholders as required.

Problem Solving

Typical problems solved:

Significant interpretative, evaluative, and advanced investigative thinking is required, along with the ability to understand complex relationships. For example, complaints regarding teacher conduct or competence are highly sensitive processes that can include multiple perceptions and interpretations as well as high emotion.

Types of guidance available for problem solving:

Guidance for problem solving is provided via existing legislation, regulation, policies, and standards, as well as broad outcomes defined by the Commissioner and ministry priorities; consultation with the Manager of Investigations; and professional judgment and analysis of options.

Direct or indirect impacts of decisions:

Directly impacts all certificate holders, including Alberta teachers and teacher leaders in public, separate, independent, public, charter, francophone, and Alberta accredited international schools. Other stakeholders include students, parents, school authorities, and the public at large, through the implementation of professional practice standards and code of professional conduct. Ensures that individuals authorized to teach in Alberta meet the Minister's requirements and standards for practice assurance.

Key Relationships

Major stakeholders and purpose of interactions:

- **Manager of Investigations:** make recommendations, provide reports, presentations, briefings, and background materials; bring forward emergent issues and concerns that could affect the work of the Commission.
- **Investigation team:** provide guidance, mentoring, training and advice.
- **External education stakeholders:** maintain excellent relationships to help further objectives of the Commission, respond to questions as required.
- **Complainants:** receive queries from complainants and ensures that queries are addressed in a timely manner and is congruent with applicable legislation and regulation.
- **Law enforcement agencies in Alberta, Canada, and internationally:** request information and understanding of documents. Records retrieval.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

University degree in a related field or equivalent experience (1 year experience for 1 year of education)

Job-specific experience, technical competencies, certification and/or training:

- **University degree in a related field (Education, Social Sciences, Public Administration, Legal Studies) or equivalent experience of 1 to 1 (1 year of experience for 1 year of Education).**
- **Minimum four years of experience in investigations or equivalent combination of education and experience. Prosecution and administrative action experience is an asset.**
- **Prior work within Alberta's education system is an asset. Knowledge of provincial legislation and related matters of unprofessional conduct and professional competence.**
- **The Senior Investigator will require superior report writing skills, exceptional interviewing skills, effective listening skills, conflict management skills, and the ability to demonstrate the appropriate verbal, non-verbal communication, adaptability to change, problem solving and judgment in order to assess the options and implications of their work.**
- **This position will require the Senior Investigator to provide mentorship to a team of investigators.**
- **The position requires a high degree of discretion and confidentiality as well as the ability to work with complex situations under strict timelines.**

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	When a teacher or teacher leader is under investigation, it is imperative that the investigation is completed in a timely and respectful manner with the required rigour. The Senior Investigator will independently manage their own case load to ensure this goal is met.

Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	Remaining current in the field of investigations is critical to the success of this position.
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Using their investigation expertise, the Senior Investigator will address a variety of inquiries and complaints on complex and politically sensitive issues. At times, this requires research to ascertain the facts, understand the issues involved, and propose solutions. These solutions may become part of the public record.
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	The Senior Investigator responds effectively to a variety of inquiries and matters within short timelines and also maintains objectivity regarding all investigative cases.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

024PS56, Service Alberta Lead Investigator

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature