

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Melanie has been transferred with in the branch and is now an Investigator. Melanie was formerly a Senior Compliance Officer. She has completed the required Alberta Peace Officer Investigator program through the Alberta Solicitor General and is currently an appointed Alberta Peace Officer.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Investigator has the primary responsibility to Investigating criminal with the intention of prosecuting individuals who have violated the criminal code or provincial legislation within two program areas of Advanced Education - Apprenticeship, Industry and Training, and Student Aid.

This position enhances the integrity of the program areas served by bringing those accused of the offence before the

courts and recovery government funds through court ordered restitution. This position also provides input to recommendations on fraud prevention measures to the program areas

Responsibilities

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

Key responsibilities include comprehensive investigations aimed at collecting evidence to substantiate suspected cases of fraud, and associated violations of legislation, coordination/preparation of court documents and participation as Crown witness in court cases. Investigate complaints and offences in a timely manner, in accordance with legislation, policy and procedures to provide consistent investigative services for a range of legislations and delegated criminal code offences. Investigators are subject to regular review by the Manager of AESI and monitoring for investigative standards.

Activities:

- Completes investigations in a timely and thorough manner in accordance with department policies, procedures and guidelines
- Conduct investigations by; gathering, securing, and preserving evidence; interviewing complainants; interviewing witnesses and respondents; taking statements and warned statements; examining records.
- Interviews third party witnesses (e.g. landlords, bank officials), students, their representatives and others to obtain records and formal statements
- Obtain and execute production orders
- Serve summonses on accused
- Under direction of Manager or in consultation with Crown Counsel, initiate and conduct the execution of Search Warrants.
- Researches related legislation, for example, Criminal Code, Alberta Evidence Act, Interpretations Act, Provincial Offences Procedure Act, or any Act listed under their Alberta Peace Officer appointment.
- Develop appropriate network of contacts with enforcement agencies.
- Writes reports and prepares documentation (e.g. court briefs, witness statements) for Alberta Justice prosecutors and determines whether to lay charges based on evidence collected
- In consultation with the Senior Investigator/Manager/Director, seek legal options on interpretation and application of legislation
- Recommend appropriate cases to forward for the civil forfeiture offices.
- Testifies in court as Crown witness
- Ongoing risk assessment of Investigation file.
- Following consultation and review with the Senior Investigator/Manager/Director make recommendations to the Advanced Education program areas for enforcement action, when evidence of an offence exists, but criminal prosecution is not viable.

Provide professional regulatory services, where requested to facilitate action, on behalf of Advanced Education.

Activities:

- Situations of alleged abuse of student finance program funding in accordance with and /or program legislation in order to assist in the recovery of funds improperly obtained, or prevent further loss of funds.
- Apprenticeship and Industry Training legislation, including suspension or cancellation of services or certification, in necessary cases where prosecution is not a viable option.
- Prepare Investigation Conclusion Reports, and associated documentation.
- Consult on the findings presented with impacted program area.

Act as a resource.

Activities:

- May assist with completing training requirements for Investigators by sharing knowledge and expertise
- Provide additional assistance to Service Alberta Special Investigations Unit as directed by Senior Investigator, Manager, or Director.
- Consult on investigative techniques, or processes to seek regulatory resolution, and/or act as a member of working committees for policy or legislative amendment
- May provide feedback on legislation or participate in legislative review projects.
- Participate in collaborative meetings to discuss and determine eligibility for civil penalty remedies

Summarizes activities for use in management reports, annual reports and ministerial briefings to identify weaknesses in program policy or administration activities that place the department at risk for financial loss or for the compromise of training and certification standards.

Activities:

- Maintains activity records and statistics
- Prepares standard or ad-hoc reports for management
- Maintains awareness of current trends, procedures and issues
- Makes recommendations for policy/operational changes needed to reduce potential for fraud

Problem Solving

Typical problems solved:

The Investigator will use the most appropriate investigative strategy and methods to collect information and evidence on an investigation, in accordance to legislative authority, determine methods of investigation and how to obtain evidence it must withstand the test of Charter Challenges; new challenges emerge as court precedence is set in law.

Investigators may be required to obtain search warrants or production orders and seize evidence during the investigation.

Investigator will make decisions on the appropriate level and type of enforcement action to take independently.

Managing investigative risk as the investigation progresses. The threshold for criminal charges and prosecution is high, the Investigator must be acutely aware of risks and if there are circumstances that could impact desired outcomes of an investigation.

Types of guidance available for problem solving:

Manager of Investigations- Discuss strategy for investigations. Guidance on methodology for evidence collections/seizure. Seek direction on files and risk assessment.

Sr Investigators- act a resource for the Investigator position can advise on methodology, strategy or navigating issues that occur during the course of investigation such as jurisdictional or authoritative.

Direct or indirect impacts of decisions:

Investigation outcomes impacts persons who commit and who are affected by the committing of offence under the Apprenticeship and Industry Training Act / Student Financial Assistance act and/or Criminal Code. The decisions made by the investigator to determine if persons face criminal prosecution which can result in imprisonment, probation, suspended sentences, or restitution or Administrative penalties.

Following consultation and review with the Manager/Director make recommendations to the Advanced Education program areas for enforcement action, when evidence of an offence exists, but criminal prosecution is not viable. As a result of the investigation, the Investigator may identify deficiencies in legislation administered by the department which can impact legislative amendments.

Key Relationships

Major stakeholders and purpose of interactions:

Manager/Director of Investigations- Provide timely, accurate information and advice as requested, in relation to sensitive investigative issues. Prompt and accurate information when required. Regular reporting on investigative activities.

Senior Investigator - Seek advice if required required. Coordinate investigative activities if required on large cases.

Law Enforcement Agencies - RCMP, Canada Border Services, Municipal Police Departments located within Canada , Sheriffs, Correctional & other Ministry Peace Officers (Community Social Services, Transportation, AMVIC, etc.), Municipal enforcement (Bylaw, Inspectors -Maintain effective working relationships, exchange of information through most appropriate, legislative methods

Educational and Training Providers (Union, Educational Institutes, Apprenticeship Programs), and Employers - Provide information relating to fraud prevention, detection, and facilitate effective exchanges of information for investigative outcomes.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Applied Degree	Other		

If other, specify:

Justice /Law / Criminology / Commerce/Accounting

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

Ability to be appointed as a Peace Officer under the Alberta Peace Officer Act, for the purpose of enforcing primarily Criminal Code of Canada within investigations involving offences against Advanced Education legislative mandate, and legislation governed by Service Alberta when directed by Manager, or Director within Service Alberta.

Superior investigative interviewing skills

The Investigator require effective listening skills and ability to provide appropriate verbal, non-verbal and written communications, adaptability to change, problem solving and judgment to assess options and implications in order to identify a solution appropriate to workload requirement. Conflict resolution, tact and organizational skills are required to attend to the sensitivity and diversity of issues addressed by this position.

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		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals 	<p>Must be able to manage and investigate complex files, including understanding how investigative decisions create risk, mitigating any risk for a successful conclusion of investigation. Successful</p>

		<p>and values</p> <ul style="list-style-type: none"> • Identifies unintended consequences 	<p>conclusion of investigations impact external stakeholders (both the complainant and business under investigation). Must be able to conduct investigations understanding how decisions impact unit goals, prosecution by Alberta Justice and/or Administrative Enforcement</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <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 	<p>Must be able to manage and investigate complex files, implement innovative investigation tasks, research and solve complex questions on how facts relate to Advanced Education Legislation When initiating investigations a be able to identify the correct methodology and strategy the correct task, be open to input, weigh investigative decisions, be able to analyze large amounts of information.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>Must build collaborative networks internally and externally. Internally must be able and willing to share knowledge and information to other investigators, foster a relationship that other investigators will want to seek out their advise, counsel and input. I- Externally with Police and other law enforcement entities providing information, making personal business</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even 	<p>The Investigator is responsible for the pace and trajectory of the assigned investigations. Investigative risk must be evaluated constantly and . The investigative</p>

		indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction	goal must align with the department's mandate and broader GOA goals related program integrity and
--	--	--	---