

## Update

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Director of L2 Investigations

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

2025-11-14

Responsibilities Added:

Responsibilities Removed:

#### Job Purpose and Organizational Context

Why the job exists:

The Alberta Serious Incident Response Team (ASIRT) is responsible for investigating serious and sensitive incidents under the Alberta *Police Act*, and allegations of statutory offences. These investigations involve events where serious injury or death may have been caused by police, serious or sensitive allegations of police misconduct, and allegations of statutory offences.

Reporting to the Executive Director of ASIRT, the Director of Investigations represents a vital leadership and operational role within the day-to-day functioning of ASIRT. Under the *Police Act* and in accordance with ASIRT's mandate, all matters under investigation, review, or oversight have been determined to be serious or sensitive matters, or are allegations of a statutory offence.

Reporting to the Executive Director of ASIRT, the Director of Level 2 Investigations guides and oversees ASIRT's Level 2 investigations, and provides advice to the Executive Director on all critical and emerging policy, investigative and risk management issues associated with ASIRT investigations and the broader public security environment. The Director also manages the supervision and development of ASIRT's investigative managers and investigators.

As part of ASIRT's and the Police Review Commission's senior leadership team, the Director develops and maintains ASIRT's working relationships with various external bodies such as police services, police commissions, law enforcement organizations, police associations and community groups. The Director is a senior member of ASIRT and the Police Review Commission and fosters and maintains the investigative excellence and reputation of the organization.

## Responsibilities

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

**1. Leadership** - ASIRT is supported in achieving its mandate by effective leadership of ASIRT's investigations unit.

- Oversees the development of investigative policies and procedures, and provides quality control of the investigative process and case management that support ASIRT's investigative process.
- Negotiates with internal and external stakeholders to resolve conflict and reach optimal solutions.
- Leads ASIRT's investigations in manner that develops individual and team capacity, encourages engagement, and fosters a culture of open communication and high trust within the unit, branch and Police Review Commission.
- Leads, coaches and mentors an integrated team including managers, GoA staff and seconded police officers, emphasizing leadership development, strategic thinking, building effective relationships, and identifying collaborative approaches.
- As it relates to ASIRT's investigations leads strategic planning, operational planning, and project management processes that lead to appropriate prioritization, resourcing and alignment of operational and project activities.

**2. Investigative excellence and advice** - Professional and excellent investigations create credibility and support ASIRT and the Police Review Commission in achieving its mandate.

- Provides recommendations to ASIRT's Executive Director concerning the quality and thoroughness of level 2 (allegations statutory offences) investigations.
- Identifies issues and concerns with the implementation of ASIRT investigations and processes to the Executive Director and recommends potential solutions.
- Provides advice and recommendations to the Executive Director and Police Review Commission on the development of policies and procedures related to ASIRT investigations and other matters.
- Identifies and provides strategic and operational advice related to emerging risks, dependencies, and resource requirements.

**3. Content development** - ASIRT and the Police Review Commission are supported by thoughtful presentation of advice and information materials.

- Oversees the development of ASIRT's contributions to the Police Review Commission's strategic and business plans, and annual report in a manner aligned with government and organizational goals and strategies.
- Uses emails, discussion documents, briefing notes and reports to constructively articulate issues and calls for action to senior/executive leadership.
- Directs the development and implementation of reporting and information-sharing mechanisms to ensure cross-program and cross-government accountability and awareness.
- Contributes to the overall success of ASIRT and the Police Review Commission by effectively managing, addressing and responding to priorities through prudent matrix management.

**4. Engagement** - ASIRT's and the Police Review Commission's priorities and mandate are advanced through strong relationships among law enforcement and community organizations.

- Participates and leads internal and external committees and working groups, and represents ASIRT's and the Police Review Commission's mandate, priorities and interests at these tables.
- Works independently and with the Police Review Commission and Communications and Public Engagement to foster positive relationships with a broad range of community stakeholders.
- Builds networks and communicates with diverse stakeholders and organizations.
- Serves as ASIRT's police liaison through the management of the outreach program, and facilitates the establishment and maintenance of effective relationships between ASIRT and police services.
- Develops and maintains ASIRT's credibility with policing oversight partners both provincially and nationally, ensuring that managers and staff understand key issues affecting ASIRT so that they may represent organizational interests to internal and external stakeholders.
- Establishes and maintains stakeholder lists and plans engagement schedules in order to cultivate new and maintain existing relationships, both internally and externally.

**5. Unit administration** - The investigative unit is administered in a manner consistent with Government of Alberta and Police Review Commission policies, guidelines and best practices.

- Oversees recruitment, hiring, onboarding and ongoing management of investigative managers, and other staff.
- Manages unit financial resources in accordance with government procedures, and raises emerging issues concerning unit finances to senior/executive leadership.
- Participates in and provides oversight of the performance excellence cycle in a manner that promotes achievement of ASIRT's and the Police Review Commission's goals and strategies.
- Seeks and documents appropriate approvals for business activities such as budget, travel, training and procurement.
- Develops, implements and continually enhances human resource planning strategies, including staff development and succession planning, to meet current and anticipated human resource requirements and establish a team environment for motivated and knowledgeable staff members.

## Problem Solving

Typical problems solved:

The Director is responsible for setting the direction, managing resources, and achieving results within an integrated, high-profile and rapidly evolving environment. The position has influence on ASIRT's and the Police Review Commission's operational plan and is responsible for implementing the plan and achieving results. This includes the management and allocation of resources (e.g. people, budget, facilities and equipment) to ensure projects are completed and objectives are met.

The position is responsible for investigations managers in the context of achieving results including the completion of thorough, objective and timely investigations that are consistent with "investigative excellence." This is accomplished through the ongoing assessment of priorities, thoughtful investigative planning, measuring progress, prescribing and adhering to established timelines, following administrative and financial policies and procedures, and the use of post-investigative debriefings and the sharing of lessons learned.

At the conclusion of investigations, final reports and accompanying documentation and evidence are reviewed by the Director. This review ensures that the investigations are thorough, complete and that they reflect the high-quality standards consistent with ASIRT's policies and procedures. Based on the review, the Director presents the evidence in an investigative report to the Executive Director so that the Executive Director may make an informed decision with respect to whether or not grounds exist for the matter to be forwarded to the Crown for an opinion. Ultimately, this investigative report informs the outcome of the matter, which may include criminal charges.

Types of guidance available for problem solving:

This position is guided by legislation, regulations, case law, policy, and best practices. Despite this guidance, there is significant decision-making discretion exercised towards achieving ASIRT's and the Police Review Commission's goals and objectives.

ASIRT's operations are unique within the Government of Alberta. The Director is not able to draw from the experience or advice of other directors in the division or ministry, and often cannot seek this support externally due to the sensitive nature of ASIRT's investigations. The Director must draw on their experience and make decisions using professional judgement with limited input or guidance from others.

The position is responsible to the Executive Director of ASIRT for achieving results identified in ASIRT's and the Police Review Commission's operational plan. The position frequently receives requests from the Executive Director to initiate action and resolve issues. The Executive Director provides general guidance or counselling as may be necessary by discussing issues generally and in broad terms.

Direct or indirect impacts of decisions:

The Director has a controlling impact on and is accountable for the completion of high-risk provincial and extra-provincial activities and for managing the resources allocated to complete this work.

Decisions of the Director have a direct impact on subject officers, witness officers, police services, affected persons and families, and Albertans more generally. These investigations involve events where serious injury or death may have been caused by police, serious or sensitive allegations of police misconduct, and allegations of statutory offences. The professional handling of these investigations has a direct impact on public trust and confidence in police in Alberta. Any failure or quality issues with these investigations would undermine ASIRT's reputation and would lower public trust in police.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal

- Deputy Minister's Office - to provide updates, seek approvals and receive information about ministry

policies and procedures.

- Ministry and Police Review Commission senior leadership teams - to share information, collaborate and co-design policies, processes and tools.
- Cross-ministry partners (e.g., Public Service Commission, Infrastructure, Justice, Technology and Innovation, Service Alberta and Red Tape Reduction, Communications and Public Engagement, etc.) - to share information, collaborate and to seek and share advice.
- Direct reports - to provide direction and coaching to support professional development, integrate team planning and reporting at the unit level, and guide complex issue resolution.
- Executive Director, ADM and Police Review Commission CEO - to provide comprehensive and integrated advice on projects and operations, track progress of investigations and projects, raise awareness of emerging issues that require executive involvement, and participate in branch and division planning and reporting.

#### External

- Representatives from other governments (federal, provincial and municipal) - to manage the conduct of investigations of various police services.
- Broader public sector (e.g., hospitals, sexual assault centres, victims services, etc.) - to manage the gathering of information during investigations.
- Legal counsel for subject officers, witness officers and affected persons - to share information, provide updates, and conduct investigations.
- Community organizations (e.g., Indigenous communities, diverse communities, Criminal Trial Lawyers Association, etc.) - to undertake community outreach and to establish and maintain effective relationships between ASIRT and different communities).
- Police associations - to exchange information on the status of ASIRT investigations.
- General public - to share information about ASIRT's investigations and the outcome of those investigations.

#### **Required Education, Experience and Technical Competencies**

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

If other, specify:

**Any related degree. Equivalences may be considered.**

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

#### Education, certifications and/or training

- Related undergraduate degree. Equivalencies may be considered.
- Formal training in major case management and investigative practices relevant for ASIRT investigations.

#### Job-specific experience:

- Senior management experience with supervisory and management experience in a law enforcement or investigative environment.
- Experience developing successful working relationships across a wide array of stakeholders.
- Experience with major case management and team commander leadership.

- Experience leading change management efforts.

#### Technical competencies

- An advanced understanding of criminal investigative techniques and major case management protocol.
- Advanced knowledge of courtroom procedure and law of evidence.
- Advanced understanding of the *Police Act*, *Criminal Code*, *Canada Evidence Act* and other applicable legislation.
- Cultural competencies for working with Indigenous and diverse communities.
- Understanding of the structure and operations of all municipal and First Nations police services in Alberta and the RCMP.
- Proven negotiation and facilitation skills to work with stakeholders with varied requirements and agendas, and resolve conflicts.
- Demonstrated interpersonal and consulting skills, including the ability to establish and maintain effective working relationships with senior representatives across government, sector and department.
- Professional judgment and decision-making skills along with conceptual and critical thinking skills to monitor and evaluate systems and processes and work toward continuous improvement.
- Excellent presentation skills to tailor content to different audiences.
- Exceptional verbal and written communication skills and application of different strategies to work with different audiences.
- Creativity to foster innovation and guide staff through transformation and change.
- Human and financial resource management approaches and Government of Alberta requirements to effectively lead the unit.
- Able to provide accurate status of issues and to provide advice on prioritization and next steps.
- Leadership skills to influence the performance of staff and to effectively manage up and across into other areas of government.
- Ability to manage change positively and proactively.

#### 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	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	Ongoing assessment of priorities, thoughtful investigative planning, measuring progress, prescribing and adhering to established timelines, following administrative and financial policies and procedures, and the use of post-investigative debriefings and the sharing of lessons learned.
Build Collaborative Environments	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	Develops and maintains ASIRT's credibility with policing oversight partners both provincially and nationally, ensuring that managers and staff understand key issues affecting ASIRT so that they may represent organizational interests to internal and external stakeholders.
Develop Self and Others	○ ○ ○ ● ○	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> <li>• Shapes group learning for team development</li> <li>• Employs emerging methods towards goals</li> <li>• Creates a shared learning environment</li> <li>• Works with individuals to develop personal development plans</li> </ul>	Leads, coaches and mentors an integrated team including managers, GoA staff and seconded police officers, emphasizing leadership development, strategic thinking, building effective relationships, and identifying collaborative approaches.
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented</li> <li>• Goes beyond to meet</li> </ul>	Serves as ASIRT's police liaison through the management of the outreach program, and facilitates the establishment and maintenance of effective relationships between ASIRT and police services.

		stakeholder needs <ul style="list-style-type: none"> <li>• Ensures all needs are heard and understood</li> </ul>	
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