

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Level 2 Investigations Manager

Current Class

Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

VACANT

Organizational Structure

Division, Branch/Unit

PSES / PS / PRC/ ASIRT

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director of Investigations

Supervisor's Current Class

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-11-25

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 (*Level 1*) and allegations of statutory offences (*Level 2*) under the *Police Act*. These investigations involve events an allegation of a statutory offence not reaching the threshold of a *Level 1* investigation.

Reporting to the Director of Investigations (*Level 2*), the Investigations Manager is responsible for the oversight, management and review of ASIRT's *Level 2* criminal investigations, including the disclosure process. The position is responsible for the development and implementation of policies and procedures and to ensure efficient and effective day to day operations that fall within the applicable provincial guidelines and legislation. This position evaluates daily work, completes appropriate performance assessments and is accountable for the completeness of all investigations to ensure they meet the standard and quality service expected by Albertans.

The Investigations Manager (*Level 2*) is instrumental in the continued development of the ASIRT and the Police Review Commission program including liaison with Alberta Police agencies on investigations, which fall within ASIRT's mandate. This position will be responsible for the supervision of an integrated team of experienced police officers and civilian investigators ensuring that ASIRT's investigation best practices are followed.

This position case manages criminal investigations not rising to the threshold of *level 1* (serious and sensitive).

Responsibilities

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

1. Leadership with respect to multi-faceted complex criminal investigations

- Assess information received from police agencies and determine an appropriate level of investigative response.
- Evaluate resources on a file-by-file and day-to-day basis in consideration of deployment requirements to establish priorities and courses of action, making optimal use of personnel, financial resources, and time.
- Ensure the principles of Major Case Management (MCM) are initiated and maintained during investigations (when required).
- Coordinate and facilitate investigative briefings and debriefings in alignment with the reporting requirements of ASIRT, involved police agencies and the Police Review Commission.
- Liaise closely with municipal and First Nations police services, the RCMP, the Police Review Commission, and other external stakeholders in relation to concurrent investigations.

2. Team leadership and oversight:

- Recruit, develop and retain appropriate high-caliber employees in various civilian and peace officer roles, including police agency secondments.
- Liaise with the Public Service Commission to develop job descriptions and advertisements, manage staffing requests, coordinate applicant screening and interview processes, and manage position profiles in 1GX.
- Provide leadership, coaching, mentorship, and performance management to civilian and peace officer employees, and seconded police officers within the team reflective of the Government of Alberta's people strategy and performance excellence cycle.



- Manage unit overtime, court attendance, vacation, transfers, and temporary acting appointments. Ensure investigators complete mandatory training requirements and provide investigators with appropriate training opportunities.

3. Provide advice and expertise regarding investigational policy

- Provides the Director of Investigations (Level 2)/Executive Director with recommendations on the quality and thoroughness of the investigation of police criminal conduct.
- Maintains diary -dates, overtime and attendance records; manages training requests for various agencies, processes reports, court notices and authorizes travel expenses related to operations and training.
- Provides advice and recommendations to the Director of Investigations (Level 2) on the development of policies and procedures related to the investigation of conduct by police officers.
- Builds networks and communicates with stakeholders.
- Maintains effective communication with the Investigations Manager in ASIRT's other regional office to promote and maintain standardization and investigational excellence on behalf of ASIRT.
- Fosters sound relationships with a broad range of government, police and community stakeholders.
- Assists in the development, continued evaluation of investigative policies and procedures, and provides quality control of the investigative process, case management and administrative functions that support the investigative process and deployment.
- Maintains a working knowledge of the collective bargaining agreements of four agencies; GoA, CPS, EPS, RCMP.

4. Manage communications to support transparency and accountability of ASIRT

- Initiate stakeholder presentations and education and to build public and partner awareness regarding ASIRT.
- Work directly with Communications and Public Engagement and the Police Review Commission to further develop ASIRT social media presence, public reporting, and news release processes.
- Oversee the drafting of quarterly and annual public reports in relation to organizational updates, scope of investigation, applicable legislation and case law updates, and investigation statistics.
- Respond to Ministerial and senior/executive leadership requests for information, data, and analyses.

The Manager may be called upon to lead or support other duties as required by the Director of Investigations (Level 2), such as issues management, project leadership, writing reports, and supporting other teams within ASIRT.



Problem Solving

Typical problems solved:

Public trust and confidence in policing is directly impacted by an effective and efficient oversight model for investigations into the actions of police. There have been significant issues raised by Albertans about the timelines related to ASIRT investigations requiring an examination of all business operations including

assessment of current investigations.

The Investigations Manager will oversee business operations and investigations to improve timelines by:

- Prioritizing investigations based on severity and legal requirements.
- Allocating and assigning resources according to investigative priorities.
- Streamlining processes to optimize investigative procedures and expedite resolutions without compromising quality.
- Collaborating, fostering teamwork, and providing training to enhance investigator skills.
- Monitoring progress of active investigations and being proactive by adjusting strategies to ensure effective file management.

Types of guidance available for problem solving:

Problems are complex, and decisions have a significant impact on public trust in ASIRT and police services more broadly.

This position works within a variety of federal and provincial acts, regulations, and case law. Policy and standard operating procedures require further development by this position, and will be another resource for the Manager, once developed.

Guidance is available from the Director of Investigations (Level 2). Advice, and support is available from other managers and experienced staff. However, the circumstances of every investigation are different. ASIRT is a 24-hour, 365-day operation and guidance may not always be available. The Manager will be required to act independently and make decisions quickly.

Direct or indirect impacts of decisions:

The decisions made by the Investigations Manager will have a direct impact on reducing investigative timelines, the outcomes of special project investigations, and the adequacy of disclosures. Good decision-making will foster improved relations with police services and other law enforcement stakeholders and community groups and will promote public confidence in policing. The improved timelines will further reduce the government's exposure to liability as it relates to timelines to conclude ASIRT investigations.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Contacts: Office of the Chief Medical Examiner (OCME); Fatality Inquiry Coordinators/Counsel; Public Service Commission; Police Review Commission; Communications and Public Engagement; Law Enforcement Oversight Branch; Assistant Deputy Minister and Deputy Minister's offices; and others.

Purpose: Share information and support decision making in compliance with legislation and policy.

External Contacts: Alberta Crown Prosecution Service (ACPS); police services, RCMP 'K' Division, Alberta Association of Chiefs of Police, police associations, Alberta Association of Police Governance, police commissions, other law enforcement organizations, diverse stakeholder groups, CPIC Field Authority; Criminal Justice Information Management (CJIM).

Purpose: Share information and coordinate investigations and disclosures in a manner consistent with policies and procedures across jurisdictions and in accordance with national standards and best practices.

Required Education, Experience and Technical Competencies

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

If other, specify:

Combined related experience and education will be considered as an equivalency on a one for one basis.

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

The Investigations Manager requires:

- In depth knowledge of specialized investigative techniques, procedures, legislation, and courtroom procedures to oversee complex, multi-faceted investigations.
- Comprehensive knowledge and experience in the application of major case management principles.
- Knowledge of the body of acts, regulations, and related significant precedents relating to investigations, i.e., a sound knowledge and understanding of relevant Constitutional Law, the *Criminal Code of Canada*, the *Canada Evidence Act*, and the *Alberta Police Act* and regulations).
- Extensive experience in relation to supervisory and group leadership best practices to provide direction to an integrated investigative team in consideration of human and financial resources as well as ongoing quality assurance.

The Investigations Manager must have demonstrated:

- Analytical and reasoning skills in conducting criminal investigation, i.e., those involving significant public/police interest and discreet investigative techniques, in order to make recommendations to the Director of Investigation (Level 2) and present findings to the Executive Director of ASIRT.
- Strong communication skills to explain and discuss interpretation of evidence, related legislation, policies, procedures and guidelines, and investigative theories; use of appropriate judgment in communicating confidential and sensitive information.
- Presentation skills to deliver workshops and seminars, and writing skills to prepare training materials, briefing notes, and reports.
- Leadership skills to engage effectively with police services, Alberta Association of Chiefs of Police, the Police Review Commission, all levels of the Ministry, and with external clients and stakeholders from diverse backgrounds. Interpersonal skills to ensure compliance with established business rules, policies, and procedures.
- Organizational and time management skills in order to manage a number of projects of various timelines and complexity.

The Investigations Manager must be able to:

- Anticipate and resolve problems independently, plan, prioritize, and coordinate multiple tasks and projects.
- Demonstrate initiative, sound judgment, and creativity relating to assigned responsibilities and proactively identify concerns, issues, and potential solutions and recommendations.
- Exercise tact, diplomacy, and discretion, particularly in dealing with extremely sensitive and confidential information.

· Exercise strategic thinking in order to develop processes that will assist the management team in tracking and prioritizing high risk and high-profile investigations.

The Investigations Manager must be able to attain:

- Peace Office appointment under the *Alberta Peace Officer Act*, including firearms and other qualifications.
- Federal designation of enhanced reliability security clearance.

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 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 indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Ongoing assessment of priorities, thoughtful investigative planning, measuring progress, prescribing and adhering to established timelines while being flexible to changes in legislation and stakeholder expectations
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Plans according to career goals and regular development:</p> <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 	Leads, coaches and mentors an integrated team including GoA Investigators and seconded police officers, emphasizing leadership development, strategic thinking, building effective relationships, and identifying collaborative approaches.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Build relationships and persuade at the individual and group level of stakeholders by finding common ground between all parties.</p> <p>Develop consensus with stakeholders (general public, police agencies, Police Review)</p>

			<p>Commission, police associations/counsel, ACPS, interest groups, and other levels of government) by identifying how changes in work processes may affect each stakeholder group.</p>
<p>Creative Problem Solving</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Effectively managing sensitive project investigations that have complex cultural and community concerns</p> <p>Engages with law enforcement agencies to leverage specialized resources in support of covert and discreet investigative techniques.</p> <p>Focus on outcomes while assessing risk and proposing new and innovative solutions to reduce Executive Director decision timelines.</p>