

**Competition #58170****Office of the Representative for Children and Youth****Investigations Analyst****Applied Leadership (under review)****Temporary appointment (one-year), full-time****Location: Victoria, B.C.****Salary: \$74,880.00 - \$81,151.20 (under review). Salary on appointment as per RCY's salary administration policy.**

The Representative for Children and Youth, an independent officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving system. The Representative's Office provides advocacy support to people dealing with the service system and advocates directly on behalf of children, youth and young adults, monitors and reviews government services to children and youth and reviews and investigates some selected deaths and critical injuries of children and youth who are receiving services.

Reporting to the Manager, Critical Injury and Death Reviews and Investigations (CID), the Investigations Analyst collects, analyses and summarizes information from a variety of sources and produces written reports, briefing notes, data summaries, presentations and other materials. The Investigations Analyst also conducts quantitative and qualitative analysis on data with respect to specific critical injuries and deaths of children and aggregate reviews and literature reviews related to recurring themes. The Investigations Analyst works closely with CID Investigators and may also assist with formal investigations as assigned. The Investigations Analyst will be supported to develop an understanding of and capacity with Indigenous research methodologies, and bring a thoughtful decolonizing lens to data collection, tracking, analysis and use within RCY. They will work with staff from the Indigenous Strategies and Partnerships (ISP) and Monitoring teams to apply Indigenous research methodologies and ethics in selected projects.

Please note:

- This position is excluded from union membership
- An eligibility list may be established for similar positions within the same geographic location
- Preference may be given to Indigenous applicants. To assist us with screening, please ensure your application clearly indicates that you self-identify as an Indigenous person
- Some travel may be required
- The successful applicant requires a police record check and is subject to a criminal record review.

**TO APPLY:**

1. Review the [job profile](#)

2. Submit a cover letter and resume detailing your relevant work experience and how you meet the stated qualifications
3. Include the position title and competition number on the cover letter and in the email subject line
4. Applications must be submitted by email to [jobs@rcybc.ca](mailto:jobs@rcybc.ca).

Only those applicants who pass the initial screening based on the **education and experience qualifications specified in the job profile** will be considered for the next step in the selection process. Your resume and cover letter must therefore clearly specify how your education and experience meet the required job qualifications. Please be as clear and specific as possible. Ensure your resume includes the month and year(s) for each job in your employment history as well as the job-related responsibilities. **If you do not clearly identify how you meet the education and experience requirements for the position, your application will not be considered.** Please note that the content and/or format of your cover letter and resume may be evaluated as part of the assessment process.

**Only those applications submitted to the Office of the Representative for Children and Youth directly by email will be considered. DO NOT apply for this position by submitting your profile on the BC Government Hiring Centre website.**

Please note that incomplete applications or late applications will not be evaluated or acknowledged.

**Your application must be received by 5:00 p.m. on Friday, February 22, 2019.**

***By submitting your application, you certify that all information submitted is true, complete and correct. Any information provided in your application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate you from further consideration for employment or may result in dismissal.***

**Contact:**

**Donna Dublin, Human Resources Coordinator**

**778-698-9166**

[donna.dublin@rcybc.ca](mailto:donna.dublin@rcybc.ca)