

**Competition #73734****Office of the Representative for Children and Youth****Investigations Analyst****Band 2****Location: Victoria, Kelowna, Burnaby, or Prince George****Salary: Band 2, \$65,600.24 - \$92,700.24. The starting salary for this position is \$74,900.00 subject to the considerations of the MCCF Compensation Rules and RCY's salary administration policy.**

This posting is to create an **eligibility list** for future Investigations Analyst positions within the same geographic locations. The list will be used to fill vacancies in this role as they become available. The terms may be permanent or temporary depending on the vacancy.

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 child and youth 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 selected deaths and critical injuries of children and youth who are receiving services.

The Investigations Analyst reports to the Manager - Systemics, Reviews and Investigations. The Investigations Analyst reviews and analyzes critical injury and death reports for children and youth receiving reviewable services (services or programs under the *Child, Family and Community Service Act*, the *Youth Justice Act*, and mental health and addictions services). The Investigations Analyst researches, analyzes and summarizes information from a variety of sources in complex systems and produces written reports, briefing notes, data summaries, presentations and other materials. The Investigations Analyst conducts quantitative and qualitative analysis on data with respect to critical injuries and deaths of children and conducts aggregate reviews and literature reviews related to recurring themes. The Investigations Analyst works closely with Investigators and may also assist with formal investigations as assigned. Excellent written and verbal communication skills are essential to this position.

**Please note:**

- This position is excluded from union membership
- 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
- Please note that this position is eligible for full-time remote work although there will be some onsite office-based requirements
- Some travel may be required. Due to the current extraordinary circumstances related to COVID-19, travel is limited or suspended depending on the requirements and guidance of the Provincial Health Officer.

- 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 or late applications will not be evaluated.

**Your application must be received by 11:00pm, PST on Sunday, January 10, 2021.**

***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:**

**Erin Hinton, A/HR Coordinator**

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