

## **INVESTIGATIONS AND COMPLIANCE OFFICER**

### **THE JOB**

The Investigations and Compliance Officer is responsible for ensuring investigations of professional misconduct, incompetence, conduct unbecoming, and breaches of the *Professional Governance Act (PGA)* and Applied Science Technologists and Technicians of BC (ASTTBC) bylaws are conducted fairly, efficiently, and in accordance with the *Professional Governance Act*, ASTTBC bylaws, other applicable law, and ASTTBC's procedures. Reporting to the Deputy Registrar, this is a full-time position working from Monday to Friday with the occasional change in work schedule to meet operational needs.

### **Accountabilities:**

- Staff the ASTTBC Investigation Committee alongside the Registrar, Deputy Registrar and Senior Coordinator, Investigations.
- Work with the investigations team to ensure the effective and timely conduct of investigations,
  - identifying appropriate qualified individuals to assist the Committee in its conduct of investigations;
  - ensuring that training needs for the Committee and qualified individuals to assist the Committee are met; and,
  - ensuring that initial and additional investigative steps required by the committee are taken and reported back to the Committee on a timely basis.
- Carry out investigation outcomes directed by the Investigation Committee, including reprimands and remedial actions by consent, preparation of citations for discipline in conjunction with external counsel, and preparation of reprimands, remedial actions by consent, and consent orders.
- In consultation with the Deputy Registrar, act as liaison to the Investigation and, when necessary, Discipline Committees.
- Provide legal guidance of investigation and discipline matters in conjunction with the Deputy Registrar and external counsel.
- Evaluate complaints and information as they are received, assessing files for appropriateness of summary dismissal, referral to Investigation Committee, or referral to Audit and Practice Review Committee, and preparing relevant analyses and reports to the Registrar and pertinent Committee(s).
- Provide support for Audit and Practice Committee investigations that will be conducted for fitness to practice.
- Oversee the investigations department by reviewing investigative processes and outcomes with staff and providing direction on files in consultation with the Deputy Registrar and/or Registrar.
- Manage Privacy and Freedom of Information (FOI) matters related to investigations department.
- Ensure compliance with relevant bylaws and policies with respect to paneling requirements.
- Provide guidance with respect to bylaw interpretation, support committee recruitment, plan and oversee committee orientation, provide meeting planning support, and address conflict of interest queries as they arise, in conjunction with the Registrar.
- Act as an inspector for the Investigation Committee in investigations related to criminal matters, unprofessional conduct, and off-duty conduct.
- Working with external counsel, conduct discipline and extraordinary action proceedings under section 67 of the *PGA*.
- Provide factual summaries and legal analysis and advice on complex investigation and compliance monitoring files to the Investigation Committee, as appropriate.
- Review bylaws, policies, and procedures to ensure best practice and compliance with the *Professional Governance Act* and administrative law.

## WHO YOU ARE:

The ideal candidate will have the following qualifications:

- Bachelor of Legal Studies or paralegal certification from a recognized Canadian institution.
- Alternatively, a combination of paralegal education and experience will be considered.
- A minimum of 2+ years experience in a legal regulatory setting.
- Knowledge of and passion for administrative law and the conduct of regulatory investigations.
- Knowledge of or experience with staffing or supporting regulatory committees.
- Excellent oral, written, and interpersonal communication skills.
- Superior organizational skills and the ability to prioritize competing tasks and goals while working effectively to meet deadlines and with limited resources.
- Ability to exercise good judgment in recognizing scope of authority and protecting confidential information.
- Ability to establish and maintain professional relationships with multiple stakeholders in an environment of transition.
- Intermediate to advanced skills with MS Office suite.

## WHO WE ARE:

ASTTBC was established in 1958 and is the provincial regulatory body responsible for regulating applied science and engineering technology professionals in BC under the new *Professional Governance Act*.

ASTTBC supports registrants' adherence to its bylaws and standards of practice designed to safeguard British Columbians and the environment. By holding ourselves to higher standards of competencies, innovation, collaboration, and accountability, we are helping to build a vibrant healthy future for British Columbians.

We are committed to our core values of professionalism, accountability, integrity and inclusion and adhere to the principles of inclusion, diversity, justice, and equity.

## WE OFFER:

- Competitive remuneration.
- Comprehensive benefit package.
- A flexible and balanced hybrid working environment.
- Working with a diverse and dedicated team who are invested in the organization.
- An inclusive and respectful workplace where people are valued and appreciated.

## TO APPLY:

Please send your cover letter and resume along with salary expectations to Human Resources at [hr@asttbc.org](mailto:hr@asttbc.org). Closing date is October 13, 2022, or until filled.

*Please note the selected candidate will be required to submit to a criminal record check.*

**ASTTBC thanks all applicants for their interest, however, only those selected for an interview will be notified.**