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| **Job Qualifications Grid** | | | | |
| **Applicant Instructions:**  1. In addition to submitting your cover letter and resume, you must submit a completed qualifications grid **no later than 12:00 PM PST (noon), Tuesday, March 7, 2017 to** [**Competition39525@oipc.bc.ca**](mailto:Competition39525@oipc.bc.ca)**.** You must email your application by the stated deadline in order to be considered in this competition.   1. Clearly show how you demonstrate the essential and desirable qualifications (i.e. Education, Experience) for the initial screening through your resume and job qualifications grid. It is NOT sufficient to only state that the qualifications are met or to provide a listing of current or past responsibilities. You must clearly demonstrate **HOW, WHEN,** and **WHERE** the qualification was met through substantiation by examples. Information on your described skills, experience, etc. provided in a job qualifications grid should be supported by your resume. **Failure to provide the above information in the format required may result in your application being rejected from the process.** 2. The job qualifications grid is not intended to be a duplication of your resume. **See the example below showing the level of detail required of your responses:**   **Please limit this grid to a maximum of 2 pages. If your Job Qualifications Grid exceeds 2 pages, your application will not be considered.**  **Example:**  **Example:** | | | | |
|  | **Minimum 1 year relevant experience providing administrative support services.** | **Start date: January 6, 2015**  **End date: February 20, 2016**  **Organization: (Ministry/Company name)**  **Type of administrative activities: While working at (company name) as (job title) I provided administrative support services to (title of position(s) supported). These services consisted of (services). The majority of my time was spent on (activity A) (X%), (activity B) (X%), and (activity C) (X%). I primarily supported (title of position A) and provided relief coverage for the (title of position B) approximately (X%) of my time.Type of administrative activities: While working at (company name) as (job title) I provided administrative es to (title of position(s) supported). These services consisted of (services). The majority of my**  **time was spent on (activity A) (X%), (activity B) (X%), and (activity C) (X%). I primarily supported (title of d provided relief coverage for the (title of position B) approximately (X%) of my time.** | | |
| **Applicant Name:** | | | | |
| **Phone #** | | | | **Email:** |
| **Requisition number: 39525** | | | | |
| **Position Title: Director of Investigations** | | | | |
| **Job Requirements** | | | **Applicant Information** | |
| **Essential Qualifications (Education, Training and Experience)** | | | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.** | |
| University degree, preferably in law, or in a related field (e.g., public administration, political science, criminology) | | |  | |
| Experience managing, leading, or coaching professionals in the conduct of investigations or the development and implementation of complex projects. Preference may be given to applicants who have more than one year experience in this area. | | |  | |
| Minimum five years recent\* relevant experience which or an equivalent combination of education and experience.  \* Relevant experience must be within the last eight years and demonstrate experience in the following five bullets: | | |  | |
| * Extensive experience interpreting and applying FIPPA and PIPA and legal case law | | |  | |
| * Experience leading investigations, applying investigation techniques, and using conflict resolution skills; | | |  | |
| * Experience establishing collaborative relationships with multiple agencies and groups, including executives. | | |  | |
| * Experience working with a broad cross-section of the public and private sectors | | |  | |
| * Experience using tact, discretion and sound judgement; | | |  | |
| **Preferred Qualifications** | | | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.** | |
| Preference may be given to applicants who have completed information systems auditing and systems security certification (CISA or CISSP); | | |  | |
| Preference may be given to applicants with experience at a senior level leading projects of large scale and complexity, recent training in project management and/or a Project Management Professional (PMP) certification. | | |  | |
| Preference may be given to applicants who have worked for an administrative tribunal, professional regulatory body, or an independent agency or office | | |  | |
| ☐I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for employment or may result in my dismissal.  Name: \_ Date: \_ | | | | |