

## **Position Description – Police Complaints Commissioner**

The Office of the Police Complaints Commissioner provides independent civilian oversight of the conduct of municipal police officers in Nova Scotia.

### **Duties:**

Appointed by an Order in Council, the Police Complaints Commissioner shall perform the duties assigned by the *Police Act*, the Regulations, the Nova Scotia Minister of Justice, or the Governor in Council. Specific responsibilities include monitoring investigative timelines during the initial police agency investigation of a complaint, reviewing and investigating public complaints upon appeal by the complainant, mediating resolutions to complaints, and determining if complaints should be referred for a hearing before the Police Review Board. In addition, the position is responsible for the administration of the Office of the Police Complaints Commissioner.

### **Qualifications:**

University degree with five years' experience in a related field; preference will be given to candidates with a Law Degree.

Knowledge of the criminal justice system, due process, rule of law and socio-economic factors.

Experience interpreting and applying legislation, developing policy and procedure and an understanding of administrative law and the concepts of fairness/natural justice.

Senior leadership skills including the ability to listen and communicate clearly and effectively; experience making reasoned decisions and the ability to communicate them in a timely manner; well-developed mediation and dispute resolution skills; ability to be impartial and use sound judgement to fairly assess cases involving issues regarding conflicting verbal/written evidence; and ability to handle confidential and sensitive information.

Experience in community related activities and a good reputation among peers. Previous experience on an administrative tribunal or board is preferred.

Committed to respecting diversity, and to maintain fair, transparent processes that meet high professional standards.

### **Additional Information:**

This is an Order in Council appointment and not a civil service position. The term would be for a period of three years. Current remuneration is \$65 per hour, plus reimbursement for reasonable expenses incurred in fulfilling the duties of the Police Complaints Commissioner. Some travel may be required. Any offer is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the Justice Minister.

### **Closing Date:**

September 18, 2020

Send Applications To:

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